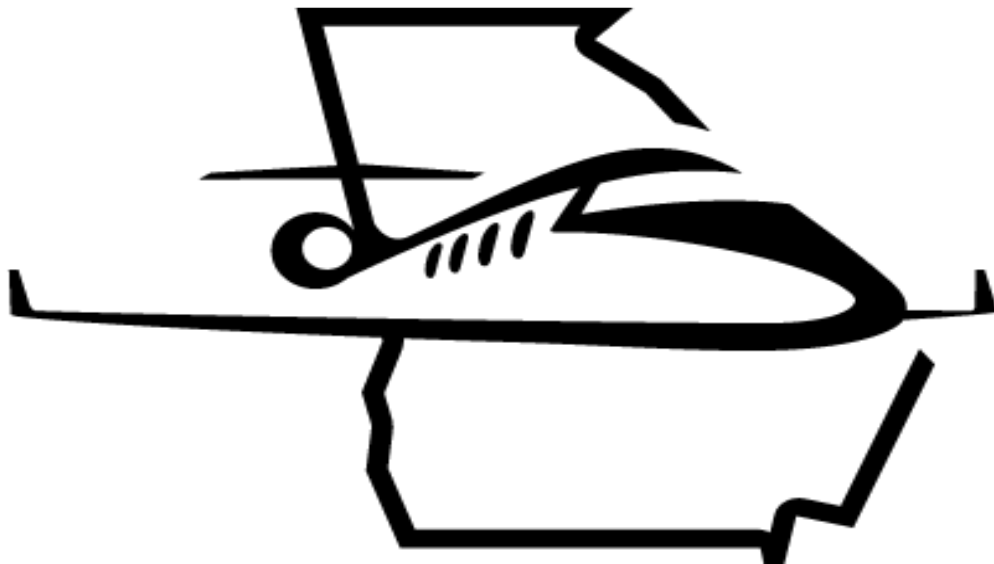


Georgia Airport Aid Program Policies and Standards Guide

GEORGIA DEPARTMENT OF TRANSPORTATION – AVIATION PROGRAMS



**Sixth Edition
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INTRODUCTION

This document is intended to serve as a guide to the owners of “publicly-owned open-to-the-public” airports in the State of Georgia. The content of this guide identifies the policies and standards associated with applying for and receiving state and federal financial aid for an airport improvement project. Part I applies to projects funded with only state financial assistance. Part II applies to projects providing federal and when eligible, state, financial assistance. Part III provides information regarding the OneGeorgia Authority Program and the required coordination with the Georgia Department of Transportation for airport improvement grants. Part IV contains the appendices. Questions regarding any data contained in this document should be referred to the Georgia Department of Transportation Aviation Programs, 4005 Fulton Industrial Boulevard, Atlanta, Georgia, 30336, telephone (404) 505-4863.

The Georgia Department of Transportation is authorized by O.C.G.A. § 32-2-2 to plan for and establish a long-term policy in regard to the establishment, development, and maintenance of airports and aviation facilities in the state.

The Georgia Department of Transportation was designated by the Federal Aviation Administration (FAA) as a State Block Grant Program (SBGP) participant in 2008 to receive and administer federal funds for publicly owned general aviation airports beginning with federal fiscal year 2009 (October 1, 2008).

NOTE: This is the SIXTH (6th) EDITION of this publication. This document supersedes all previous editions.

GLOSSARY

AIP	Airport Improvement Program
ALP	Airport Layout Plan
ALS	Approach Lighting System
ALP	Airport Layout Plan
AMP	Airport Master Plan
A/P	Airport
ARFF	Aircraft Rescue and Fire Fighting
AWOS	Automated Weather Observing System
CIP	Capital Improvement Program (5-Year)
DME	Distance Measuring Equipment
FAA	Federal Aviation Administration
GA	General Aviation
GAAP	Georgia Airport Aid Program
GASP	Georgia Aviation System Plan
GCO	Ground Communications Outlet
GDOT	Georgia Department of Transportation
GPS	Global Positioning System
MB	Marker Beacon
NDB	Non Directional Radio Beacon
PAPI	Precision Approach Path Indicator
RCO	Remote Communications Outlet
REILS	Runway End Identification Lighting System

RSA	Runway Safety Area
SBGP	State Block Grant Program
TA	Tentative Allocation
VGSI	Visual Glide Slope Indicator

PART I

STATE-FUNDED PROJECTS

GEORGIA AIRPORT AID PROGRAM for STATE-FUNDED PROJECTS

The Georgia Airport Aid Program (GAAP) is designed to provide state funding assistance for planning, capital improvements, maintenance, and approach aids to publicly-owned, public use airports.

Funds are appropriated by the Georgia General Assembly annually and all airport monies must be obligated by contract during the state fiscal year, July 1 – June 30, in which the funds are appropriated.

For a requested project to be eligible for state funding assistance, the airport must be in compliance with the following:

- The airport must be included in the Georgia Statewide Aviation Systems Plan (GASP).
- The airport must be publicly owned and opened to the public.
- All project work must be available for public use.
- The requested project must be shown on the approved Airport Layout Plan (ALP).
- The requested project must be included in GDOT's Five-Year Capital Improvement Program (CIP).
- The airport owner must own or, in some cases, lease the land upon which the project will be accomplished.
- The airport must be in compliance with Georgia Airport Licensing Standards or present an acceptable statement to GDOT that licensing violations are currently being corrected.

GDOT Aviation Programs Project Manager can advise the status of any of the above items.

All state-funded airport projects also require that the airport owner be in compliance with:

- O.C.G.A. §36-81-7, which requires local governments forward a copy of their annual audit report to the State Auditor for review.
- O.C.G.A. §36-81-8.1, which requires local government recipients of grants from the Governor's emergency fund or from a special project appropriation annually submit a grant certification form to the State Auditor.

Airport compliance status is available from Director, Nonprofit and Local Government Audits Division by telephone at (404) 651-5115.

CAPITAL IMPROVEMENT PROGRAM

The GDOT CIP is a five-year work program for each publicly-owned, public use airport in the State of Georgia. Each airport owner develops a list of desired airport improvement projects for each of the next five state fiscal years. The list should contain all proposed improvement projects that require state, federal and/or local funds. In order to enhance the value of the CIP, the airport owner should make every effort possible to make the first two fiscal years of the CIP as accurate as possible. The remaining three fiscal years should include projects based on forecasts of airport needs. The CIP is updated each year by the airport owner and must be submitted to GDOT Aviation Programs Office no later than December 31st. Concurrently, applications for state funding assistance should be submitted to GDOT Aviation Programs for state projects contained in the first year of the CIP. The application procedure for state funded projects is contained on page 7 in this guide.

AIRPORT FUNDING

The Georgia General Assembly appropriates GAAP funds annually each fiscal year, July 1 through June 30, based upon available state revenues and the annual budget request submitted by GDOT. The GAAP is funded from the state's General Revenue Fund and all monies must be obligated by contract within the designated fiscal year. The GAAP provides state funding assistance for eligible airport projects as indicated below.

Development, maintenance, approach aid, and planning projects with no federal funds involved are funded at 75% state assistance. All project costs incurred by the airport owner prior to execution of the state contract for funding assistance are NOT eligible for state financial assistance.

Construction supervision, inspection, and testing on State projects may be accomplished by GDOT or the private sector based on the type of project and the local GDOT Area Office work load. GDOT project inspection and testing is accomplished at 100% GDOT expense. Private sector inspection and testing costs are paid by GDOT at 75%. All lighting, electrical, and approach aids project work must be supervised and tested by a private firm selected by the airport owner.

The minimum contract level of state funding assistance on all GAAP projects is \$1,500.

PROJECT SELECTION PROCEDURE

APPLICATION PROCEDURE – Applications for state-funded projects are accepted anytime during the year but must be received by GDOT by December 31st for consideration in the upcoming fiscal year. The State fiscal year runs from July 1 to June 30th. On April 1st each year, after the State Legislature has appropriated the next fiscal year's funds for the GAAP, all eligible applications are scored based on the priority rating system defined in Appendix "A" of this guide. The highest scoring projects are recommended to the GDOT Commissioner for approval. Airport owners will be notified by letter shortly after April 1 regarding the status of their applications. **If a project is not selected for funding, the application must be resubmitted to the GDOT for reconsideration in the next fiscal year.** If the

airport owner cancels a selected project, the highest priority project on the unfunded list that approximates the amount of funds available, will be selected and that airport owner will be notified.

The airport owner must apply for state financial assistance for state projects by completing the required state application form (Appendix “B”) also available on the GDOT Aviation Programs web site. The purpose of the application is to obtain the necessary project information so that an evaluation can be made relative to need and priority. The “Certification” section of the application is very important and the airport owner should fully understand its contents. By signing the application, the airport owner certifies compliance with all the conditions of the “Certification” section. The completed application should be transmitted by cover letter to GDOT Aviation Programs, 4005 Fulton Industrial Blvd, Atlanta, GA 30336 or via email to the applicable project manager. If the applicant desires record of delivery, it is suggested that the application be sent by certified or registered mail.

PROJECT PRIORITY SYSTEM:

Project priority ranking for the GAAP is designed to give:

First Priority to:

- Safety-related projects – first and foremost.
- Airports with less than 20 based aircraft – because they do not typically compete for federal apportionment or discretionary funds.
- Pavement maintenance or extension of the primary runway.
- Projects with an economic development component or support local or regional development initiatives, as up to 10 additional priority points can be added if sufficient documentation is provided by the airport owner.

Secondary Priority to:

- Airports with more than 20 based aircraft.
- Taxiway and taxilane projects.
- Apron projects.
- Navigational Aids.

Lowest Priority to:

- Commercial Service Airports – Albany, Athens, Augusta, Brunswick, Columbus, Macon, Savannah, and Valdosta. GDOT does not financially participate in projects at Hartsfield-Jackson Atlanta International Airport.

The State Airport Project Priority System is located in Appendix “A”.

PROJECT CONTRACTS

Construction Projects – State funds for the GAAP are administered to the airport owner via state contract. The contract provides funding assistance to construct the project as designed and engineered in the GDOT approved project plans and specifications.

The airport owner is responsible for developing and obtaining GDOT approval of the project plans and specifications, advertising the project for bid, bid opening, selecting the lowest acceptable bidder, and contracting with the construction firm to accomplish the work. After the state contract has been fully executed, the GDOT will issue a 'Notice to Proceed' to the airport owner. **Work as defined in the contract may not begin before the notice to proceed is issued.**

Planning and Engineering Design – State funds for planning and engineering design are also administered to the airport owner via state contract. The contract provides funding assistance to produce the necessary planning or engineering design to accomplish the contract scope of work.

The airport owner is responsible for the development of the project scope of work, and typically this is accomplished by contract between the airport owner and an airport consultant. If the state provides financial assistance for a project, the consultant accomplishing the work must be prequalified by GDOT and included on the list of approved prequalified consultants. The most current list of GDOT prequalified consultants for aviation area classes <http://www.dot.state.ga.us/doingbusiness/prequalification/Pages/default.aspx>.

After the planning or engineering design contract has been fully executed, the GDOT will issue a 'Notice to Proceed' to the airport owner. **Work as defined in the contract may not begin before the notice to proceed is issued.** The GDOT Aviation Programs office is responsible for the administration of the contract. All pay requests from the airport owner to the state should be submitted by electronic copy to the Aviation Programs Project Manager or by mail to Georgia Department of Transportation Aviation Programs, 4005 Fulton Industrial Blvd., Atlanta, GA 30336.

ELIGIBLE PROJECTS

APPROACH AIDS – Approach Aid projects are designed to provide state funding assistance to airport owners in need of airport approach aids. For the purpose of this document, an airport approach aid is defined as any type of FAA-approved equipment that aids an aircraft in its approach path to a landing area. These projects address airport needs for approach facilities that do not compete well for federal funding.

Approach Aid projects eligible for funding assistance:

- Localizer
- Glide Slope (GS)
- Marker Beacon (MB)
- Approach Lighting System (ALS)
- Visual Glide Slope Indicator (VGSi)
- Automatic Weather Observation System (AWOS)
- Distance Measuring Equipment (DME)
- Runway End Identification Lights (REILs)
- Remote/Ground Communication Outlet (RCO/GCO)
- Radio Control System for Approach Aid Facilities
- Differential equipment for Global Positioning System (GPS) approaches
- Precision & Non-Precision Runway Markings

- Obstruction Surveys for New or Improved Instrument Approach Procedures – must be accomplished in accordance with FAA Advisory Circular 150/5300-18B.

The intent of approach aid projects are primarily to help general aviation airports achieve the lowest instrument approach minimums possible for a straight-in instrument approach to the primary runway. Precision approach facilities such as a conventional Instrument Landing System are eligible for state funding assistance but the project will be funded dependent upon the availability of state funds and only if the justification warrants the high cost associated with such a facility.

DEVELOPMENT – Development projects, often referred to as capital improvement projects, are eligible for state funding assistance. An airport development project is defined, for the purpose of this document, as a project which involves the construction or expansion of a runway, taxiway, aircraft parking apron, lighting system.

Development projects eligible for state funding assistance include:

- New construction to include the extension, strengthening or widening of a runway, taxiway or aircraft parking apron.
- Runway grooving.
- Lighting of a runway, taxiway, or apron area.
- Marking of runway, taxiway, or apron area.
- Installation of rotating beacon and lighted wind cone and segmented circle.
- Obstruction removal (one-time removal only, airport owner must maintain) including power line removal, relocation or burial, obstruction lighting and marking.
- Site preparation for terminal area development including hangar areas.
- New access and service roads.
- New auto parking lots.
- New fencing.
- Demolition of any existing facility required to construct an eligible development item.
- Construction supervision and materials testing for federally-funded projects and some state funded projects requiring technical expertise beyond the scope of GDOT field personnel (airfield lighting, electrical, navigational aids.).
- Utilities removal, relocation and/or replacement if required to accomplish a development project.
- Engineering design costs if accomplished subsequent to the execution date of the contract. Reimbursement of design cost is not eligible.

The following development items are **not** eligible for state funding assistance:

- Land and Easement Acquisition.
- Aircraft Rescue and Fire Fighting (ARFF) equipment and facilities.
- Taxiway which serves a private facility (exception is a public taxiway to a cluster of private hangars).
- Facilities that are capable of producing revenue that can amortize the construction cost such as but not limited to:

- Hangars (all types).
- Terminal Buildings and associated security systems.
- Fuel Facilities.

MAINTENANCE - Maintenance projects are eligible for state funding assistance and are designed to maintain the airport's operational and safety requirements including runway safety areas and obstruction removal. The intent is to help the airport owner accomplish major maintenance and safety projects. Routine and low-cost maintenance work is the responsibility of the airport owner.

Maintenance projects eligible for funding assistance include:

- Reconstruction, resurfacing, application of seal coats and sealing of pavement joints and cracks of runways, taxiways, aircraft parking aprons, auto parking areas and airport access roads.
- Runway and taxiway pavement markings and runway rubber removal.
- Construction of runway safety areas.
- Repair, rehabilitation, adjustment or replacement of existing drainage systems.
- Repair, rehabilitation or replacement of existing airport lighting systems and associated equipment.
- Repair, rehabilitation or replacement of existing airport approach aids and associated equipment.
- Construction of runway blast pads.
- Replacement of existing airport fencing.
- Utilities removal, relocation and/or replacement if required to accomplish a maintenance project.

The following maintenance items are **not** eligible for funding assistance:

- Maintenance or repair costs for terminal buildings.
- Repair or replacement of Fuel Facilities.
- Repair or replacement of Aircraft Rescue and Fire Fighting (ARFF) equipment and facilities.
- Repair or resurface/Replacement of any item which serves a private facility.
- Obstruction removal in a specific area that has previously received state funding assistance for obstruction removal.

PLANNING:

Planning projects are eligible for state funding to assist airport owners with future airport development. Airport Layout Plans are the most common planning projects. GDOT requires that all potential future development projects be identified on the approved Airport Layout Plan and conform to FAA design standards.

Planning projects eligible for state funding assistance include:

- Airport Master Planning
- Airport Layout Plans (ALPs)

- Environmental Documents
- Systems Planning
- Disadvantage Business Enterprise (DBE) Plans and Updates
- Noise Analyses
- Obstruction Evaluations
- Commercial Air Service Studies
- Economic Impact Studies
- Pavement Evaluation Studies
- Site Selection Studies
- Land Use Planning
- Project Feasibility or Justification

GDOT Aviation Programs is responsible for reviewing and approving certain planning projects for general aviation airports under the SBGP agreements with FAA, regardless of funding. Typical review time for ALPs and Master Plans are up to 60 days, while Environmental Assessments reviews may take up to 180 days. GDOT will coordinate with FAA lines of business for technical review of ALPs, regardless of funding sources. Please contact the applicable GDOT Aviation Programs Project Manager or Aviation Planner to discuss more specific information.

PART II

FEDERALLY-FUNDED PROJECTS

FEDERALLY-FUNDED PROJECTS

GENERAL:

This part of the guide provides information on the GDOT policies and procedures for all federally funded airport projects.

Federal funds for public airports are provided from the Airport and Airway Trust Fund which is supported from excise tax revenue on aviation system users. The annual disbursement of federal funds as appropriated by the United States Congress for airport development is made by the FAA based on the following categories:

- State Apportionment – Federal funds allocated each year for general aviation airports within each state. The funding level allocated to each state is based on area size and population of the state.
- Non-Primary Entitlements (NPE) – Federal funds are allocated for each eligible general aviation airport up to a maximum of \$150,000 per year. To be eligible, the airport must be included in the National Plan of Integrated Airport Systems (NPIAS) and must have submitted a five-year CIP.
- Discretionary Funds – Federal funds assigned each year at the discretion of the FAA Administrator. Normally these funds are granted to commercial service and reliever general aviation airports. Under special or unique conditions, a small portion of these funds are granted to general aviation airports.
- Primary Entitlements – Federal funds allocated each year to commercial service airports that enplane 10,000 or more passengers annually. The allocation level is tiered based on actual annual enplanements.

The first section of this guide pertains to Commercial Service Airport projects where the federal funds are provided by FAA directly to the airport owner. The second section covers the State Block Grant Program (SBGP) where federal funds for airport improvements at general aviation airports are provided by block grant to GDOT. The Block Grant is made by the FAA to GDOT each federal fiscal year and contains federal discretionary, state apportionment and non-primary entitlement funds.

All federally-funded projects are given the highest priority for matching state funds. Normally, federal funds are provided at 95% of project cost. GDOT's matching share is 2.5% of eligible project costs. State funding eligibility is limited to work that will be accomplished subsequent to the execution or Notice to Proceed date of the state contract

The federal priority codes are shown in Appendix "C."

SECTION I

COMMERCIAL SERVICE AIRPORT PROJECTS

The following steps should be followed in for state financial participation in federally-funded

APPLICATION for STATE FUNDS:

- A copy of the FAA pre-application form for a specific project that the airport owner desires state funding assistance must be submitted to the applicable Aviation Program Project Manager.
- The preapplication must be submitted to GDOT prior to December 31st for funding in the upcoming state fiscal year that begins on July 1st and ends June 30th.
- If the project is selected for funding by the FAA, a Tentative Allocation (TA) notice is issued to the airport by the FAA. The airport owner must submit to GDOT by formal letter, a request for GDOT financial participation in the project. Attached to the letter should be a copy of the FAA TA letter.

PROJECT DEVELOPMENT:

- GDOT Aviation Programs should be invited to the TA Conference where a schedule of project development is accomplished.
- If the project is planning, design or environmental, an electronic copy of the work scope and cost of the project should be submitted to GDOT Aviation Programs.
- If the project is construction, the plans and specifications for the project must be reviewed and approved by GDOT Aviation Programs prior to advertisement for bids.
- All engineering services (including design, planning, environmental, civil rights requirements, construction administration, testing and inspection) scope of work and costs should be reviewed and concurred by the GDOT Aviation Programs prior to execution of construction work order.
- After bids are received and lowest acceptable bid is determined, an electronic copy of the certified bid tabulation in PDF and Excel format should be submitted to GDOT Aviation Programs.
- The cost for construction supervision, materials testing, and construction administration is eligible for state funding participation which is submitted by quote from the airport owner for inclusion in the state contract.

GDOT CONTRACT:

- GDOT contract with the airport owner is developed and submitted to the airport owner for execution.
- Upon final execution within GDOT, a formal "Notice to Proceed" (NTP) is issued to the airport owner. Any project work accomplished prior to NTP is not eligible for GDOT funds.

PROJECT ACCOMPLISHMENT:

- Inspection and testing of the project is the responsibility of the airport owner and is normally accomplished by a private engineering firm
- Periodic pay request may be submitted to GDOT for completed work.

- Upon completion of the project, GDOT Aviation Programs will participate in the project final inspection.
- Upon final acceptance of the project work, a final pay request is submitted to GDOT.

PROJECT CLOSE OUT:

- The Airport Owner submits to GDOT a formal letter of project acceptance and certification of compliance with project materials specifications.
- A GDOT Audit of the project is accomplished.
- GDOT issues a Materials Certificate for the project and final Project Acceptance.

SECTION II GEORGIA BLOCK GRANT PROGRAM

GENERAL:

Georgia's participation in the FAA's State Block Grant Program (SBGP) was effective October 1, 2008. The program provides federal funds each federal fiscal year directly to GDOT for airport improvements at general aviation airports. The purpose of the block grant program is to transfer responsibility for the management of GA airport federal funding from the FAA to GDOT. The block grant contains federal discretionary, state apportionment and non-primary entitlement funds for eligible GA airports.

Aviation Programs of GDOT is the state management office for the SBGP. This section of the Policies and Standards Guide is designed to take the airport owner from project application through closure and provide practical guidance on successfully completing the Georgia SBGP project. However, this is very much a team effort between the airport owner, his airport engineering consultant and GDOT. The Aviation Programs office will be involved throughout the process and is available to answer questions and provide assistance when needed.

The GDOT Aviation Programs web site at <http://www.dot.ga.gov/localgovernment/intermodalprograms/aviation> provides valuable Airport Aid Program and airport data information.

The FAA website is an excellent resource for information regarding federally-eligible airport improvement projects. Current Advisory Circulars (ACs) and other publications can be found at their website, <http://rgl.faa.gov>.

If you have questions about any information contained in or referred to in this Policies and Standards Guide, please call the GDOT Aviation Programs office.

I. PROJECT APPLICATION & SELECTION PROCESS

I.A. PROJECT FORMULATION

The airport owner is responsible for submitting the federal preapplication form for projects to the GDOT Aviation Programs office.

For those airport owners with sufficient experience with federally funded projects, staff with project scoping and estimating experience, and an approved airport layout plan on file, consultant services may not be required at this stage. For those airport owners who do not have this experience or expertise, they may wish to contract with an airport consultant to assist with the project development and application for funding. A list of prequalified airport consultants is available on the GDOT Aviation Programs website at www.georgia-aviation.dot.ga.gov.

Items to be addressed for proper project development consist of determining:

- What is needed to ensure that the airport serves the flying public that use the airport.
- The project is shown on the current, approved ALP and conforms to FAA design guidelines.
- An accurate estimate of engineering and design costs.
- Estimation of the various project components, component quantities, and component unit prices.
- What components of the project are eligible for federal and/or state funding and the total cost of those components that are eligible.
- The project environmental requirements based on the current version of the FAA Order 5050.4, *National Environmental Policy Act (NEPA) Implementing Instructions for Airport Projects*.
- The amount and availability of the Sponsor's share of the project costs.
- The Sponsor's understanding of and their willingness and ability to comply with the FAA Grant Assurances Terms and Conditions.

The GDOT Aviation Programs office can assist airport owners with project scoping and development.

After making an accurate evaluation of the above items the Sponsor or their consultant should complete the FAA pre-application as discussed in the following section of this guide and forward the pre-application to the applicable GDOT Aviation Programs Project Manager.

I.B. PROJECT APPLICATION

The application form for SBGP project funding is the FAA Standard form 424 with parts II-IV added depending on the type of project. Required and supplemental documents that add clarity to the application and support the need of the project should be attached to the application. Applications may be submitted to GDOT Aviation Programs at any time but not later than December 31st for funding in the upcoming federal fiscal year.

- In certain circumstances, locally purchased or donated land may be used for the local share of the project cost. However, fair market value for the land must be established prior to the issuance of a funding or reimbursement grant. Also, any land used to match a federal grant will assume federal land encumbrances the same as if the land had been funded under a federal grant.
- The use of like kind or force account work may be used towards local match in certain circumstances, however this is generally discouraged. Federal guidelines state that such use for the local share should only be used when it can be demonstrated that there is a clearly defined public benefit. Lack of funding for the local match will not normally be accepted as a public

benefit. The application transmittal letter should state the public benefit to be gained by the use of like kind or force account work as the Sponsor's share.

- GDOT Aviation Programs has no objection and even encourages airport sponsors to include in the project application other proposed airport improvement that are funded locally or from other funding sources for items associated with the project within the scope of the federally-eligible project. An example would be to accomplish an overlay of t-hangar taxiways at the same time that the federally-eligible runway overlay project is constructed. Lower unit costs from larger quantities and reduced mobilization costs can mean significant cost savings and go toward overall improvement of the airport.
- For a project to be considered for federal funding, GDOT Aviation Programs must have an approved ALP on file that shows the proposed development and conforms to FAA design standards.
- A current Exhibit "A" property map must either be on file with GDOT Aviation Programs or one must accompany the application. If the Sponsor has provided an Exhibit "A" for previous projects and no change has occurred in the airport property it should be noted in the application letter that the last submitted Exhibit "A" is still correct. No project can be funded under the SBGP without an Exhibit "A" on file that shows that the airport owns all of the land required for the proposed development project.
- Applications for planning projects do not require an approved ALP or Exhibit "A". Applications for land acquisition funding require an approved ALP that shows the area to be acquired and must include funding for updating the airport's Exhibit "A" after the acquisition is completed.
- A current DBE Plan or for federal projects in excess of \$250,000 in cost, an Update of the DBE Plan must be accomplished and submitted to GDOT and the Federal Civil Rights Office prior to bid advertising of the project.
- All projects must meet the current environmental requirements as set out in the most recent version of FAA Order 5050.4, *National Environmental Policy Act (NEPA) Implementing Instructions for Airport Projects*. For those development projects that have received a Finding of No Significant Impact (FONSI) by GDOT Aviation Programs within the last five years or that can be classified as a Categorical Exclusion (CE), no further environmental clearance is required. For those projects not covered by the above, a CE checklist should be included with the application.
- If prior approval of project development costs are authorized by GDOT Aviation Programs and the airport owner meets all SBGP requirements, sponsor-incurred costs for ALP development, environmental document preparation, development of a current Exhibit "A", and construction plans and specifications may be reimbursed with federal funds after a grant is issued for a land acquisition or airport development project.
- A sponsor may acquire land for airport development with their own funds and receive reimbursement at a later date when funds become available through the SBGP. Reimbursement for the acquisition may be accomplished either by funding from the SBGP participation amount of the fair market value or a portion of the fair market value may be used as part or all of the sponsor's share of an airport development project. If the sponsor acquires land with their own funds and wishes to receive reimbursement through the SBGP they must meet all of the requirements for land acquisition, including all environmental, appraisal, and relocation requirements, as set out in a subsequent section of this guide.
- All projects requesting federal funding must be included in the airport's five-year work program (CIP).

- All projects requesting federal funding must be submitted to the State Clearinghouse for review and comment prior to the project being placed under agreement for funding. Those airports within a local area planning organization or with a MPO must also be reviewed and comments received. No SBGP funding can be approved until clearinghouse requirements are met.
- Project selection for SBGP funding will be made by GDOT utilizing the FAA National Priority System and when funds become available, the Airport Owner will be notified by a Tentative Allocation (TA) Letter. A letter of tentative allocation does not guarantee that funding will be immediately available. If there are significant changes in the federal funds available or if previously approved projects have substantial overruns, funding for the project in a previously issued letter of tentative allocation may be delayed or deferred to the next federal fiscal year. Sponsor receipt of a TA letter is the indication that the requested project has been selected and will be funded. The Sponsor may then proceed with the development of the project with the understanding that necessary costs incurred in project development and approved by GDOT will be eligible for federal reimbursement.

II. ENVIRONMENTAL REQUIREMENTS AND RESPONSIBILITIES

GENERAL - The Council on Environmental Quality (CEQ) regulations implementing the provisions of the National Environmental Policy Act (NEPA) of 1969 were published in the Federal Register on November 29, 1978. This action requires the uniform application of environmental standards to all projects that use federal funds. The Georgia SBGP is administered by GDOT Aviation Programs and funded by the FAA with federal airport improvement program funds; therefore, all SBGP funded projects must meet all federal environmental clearance standards as stated below.

GDOT Aviation Programs will assist the airport owners and their consultants with meeting the project environmental requirements and will issue environmental clearances to the airport Sponsor. The airport owner is responsible for ensuring that no land acquisition, engineering design, or development is undertaken until all environmental clearances are received and have complied with any special conditions noted in the environmental clearances.

II.A. PROJECT TYPES

PLANNING PROJECTS - Planning projects do not require an environmental clearance to proceed. Planning projects typically include updating the ALP and environmental planning and review.

LAND ACQUISITION - As a general rule, land acquisition projects will require the same environmental processing and clearances as an airport development project and all land acquisition must be included in the overall airport environmental documentation process. Only in rare instances when the project environmental documents are incomplete and clearances have not been approved can a Categorical Exclusion be granted for either a hardship purchase or a protective purchase. Hardship purchases are limited to those properties that are identified in the planning documents as properties that are going to be acquired for future airport development; and, the fact that they are to be acquired places an undue hardship on the property owner. Protective purchase may be authorized if the airport must acquire individual properties that have short term development planned by current owners that is incompatible with airport development plans or would increase the cost of future acquisition. In either

case no development can be undertaken on properties acquired as hardship or protective purchases until all airport development environmental clearances have been approved.

DEVELOPMENT PROJECTS (CONSTRUCTION) - All airport development projects that use SBGP funds, even though the entire project may be completed within the limits of the current airport property lines, will require environmental clearance from the GDOT Aviation Programs before development is allowed to begin. Sponsors and their consultants will be informed of the project environmental requirements and will be notified when the required environmental clearances have been approved. It is incumbent upon the airport sponsor to ensure that no development is started until these clearances are received.

Any failure of the sponsor or their contractors to comply with all of the project environmental requirements may result in the loss of SBGP funding for their projects. GDOT does not assume any responsibility for a sponsor's violation of any environmental laws or regulations.

II.B TYPES OF ENVIRONMENTAL REVIEW

GDOT Aviation Programs, as the agency responsible for administering the SBGP in the State of Georgia, follows the guidance provided in the latest version of FAA Order 5050.4, *National Environmental Policy Act (NEPA) Implementing Instructions for Airport Projects*, to determine project environmental requirements for each proposed airport development project. The order provides detailed guidelines for determining a project's environmental requirements and for proper and complete environmental documents preparation. A copy of the most recent version of FAA Order 5050.4 is available by contacting the GDOT Aviation Programs.

CATEGORICAL EXCLUSION - A Categorical Exclusion (CE) is the type of environmental clearance required for those stand-alone airport development projects that do not require an Environmental Assessment (EA) or an Environmental Impact Statement (EIS). Projects that involve the repair or improvement of existing airport features such as runway, taxiway, and apron rehabilitation, constructing a heliport on an existing airport, pavement strengthening, reconstruction, runway extensions, and other airport development projects that will not significantly change the operation or function of the airport will usually qualify for a CE. Runway and taxiway lighting, pavement marking, installation of beacons, and visual approach aids, if they are not a part of a larger airport development plan that requires an Environmental Assessment or Environmental Impact Statement, would also qualify for a CE. Grading or removal of obstructions on existing airport property that does not have off-airport environmental impacts can be classified as a CE. Land acquisition associated with projects such as those stated above will also fall within the limits of a CE. CE's are not to be used as a means of circumventing the need for either an EA or EIS. Proper planning should provide the sponsor, their consultant, and GDOT Aviation Programs with sufficient information in the early planning stages to determine the environmental requirements for all of the proposed airport development. A copy of the CE checklist may be obtained from GDOT Aviation Programs. A completed CE checklist should be provided with the project application. The checklist will be reviewed to determine if the proposed project can be classified as a CE or if further environmental work will be required before the proposed development can be approved. Those types of projects stated above that are included in airport development that requires an EA or EIS will usually fall under the larger development proposal and will not be classified as a CE.

ENVIRONMENTAL ASSESSMENT - All proposed airport development projects that do not qualify for a Categorical Exclusion will require, as a minimum, an Environmental Assessment (EA). The ultimate purpose of an EA is to either support a Finding Of No Significant Impact (FONSI) or to show the need for an Environmental Impact Statement (EIS). Any airport development that significantly changes the airport operations or the airport aircraft approach category will require an EA. These types of projects usually require significant land acquisition, increase the noise contour coverage due to the increase in operations of larger aircraft, can impact certain environments that will require mitigation, and may generate a great deal of public concern with the proposed development. All proposed development must be covered by the EA, even those specific items whose costs are not to be reimbursed with federal funds.

The EA must satisfactorily address all of the areas of potential impact as noted in the current version of FAA Order 5050.4, *National Environmental Policy Act (NEPA) Implementing Instructions for Airport Projects*. Of particular concern is early public involvement in the planning and environmental process for any proposed airport development that will require an EA. Preparation of an EA requires that the sponsor advertise for the opportunity for a public hearing after a Draft EA is approved by GDOT Aviation Programs. The Draft EA must be made available for public review a minimum of thirty (30) days in advance of a public hearing in places that are readily accessible to the public during reasonable hours.

The Draft EA becomes an official environmental document when it is approved for public review by GDOT Aviation Programs. The scope, format, and depth of review of the individual effected environments are of particular importance in the preparation of an EA. The sponsor should have a clear idea of the ultimate development that is expected to occur on their airport and should select a consultant with sufficient expertise and experience to be able to successfully prepare all planning documents to support the EA and to prepare the EA in a manner that meets all of the guidelines in the current version of FAA Order 5050.4.

The EA is the sponsor's document and a very important part of the sponsor's planning documentation. It is their official statement that they have met all of the requirements of the environmental laws that pertain to the use of federal funds in the development of their airport. Until all environmental requirements are cleared none of the proposed development can take place. GDOT Aviation Programs will assist the sponsor at every stage of the consultant selection, planning, and environmental document preparation process. GDOT Aviation Program, in conjunction with GDOT Office of Environmental Location, is responsible for reviewing the draft documents and for providing comments to the sponsor and their consultant as to the adequacy of the document. GDOT Aviation Programs must approve the Draft EA and the advertisement and timing for a formal public hearing and to ensure that the public hearing is conducted in a satisfactory manner. It is the responsibility of GDOT Aviation Programs to approve the Draft EA for public review and to either approve a FONSI or determine the need for an Environmental Impact Statement after all GDOT review comments and EA requirements have been met. It is the sponsor's responsibility to ensure all statements made by their consultant in the environmental documents are correct and do not conflict with local laws or official local regulations.

As stated above, careful consultant selection and early public involvement in the planning and environmental process can greatly enhance the successful outcome of these efforts. Public information meetings with businesses, citizens, and other governmental units that are likely to be impacted by the proposed development should be conducted throughout the planning period. Public planning and information meetings do not satisfy the need for the public's opportunity to request an official public hearing after the Draft EA is approved.

ENVIRONMENTAL IMPACT STATEMENTS - Development on general aviation airports usually will not require the preparation of an Environmental Impact Statement (EIS). In most instances the need for an EIS will result from the findings during the preparation of an Environmental Assessment (EA); therefore, an EA would normally be prepared prior to the development of an EIS. Prior to proceeding with an EIS the sponsor should review all previous planning and environmental work to determine if modifications to the proposed development plans can be made that will eliminate the need for an EIS.

The FAA is responsible for meeting all federal agency notifications, federal circulation requirements, and final federal approval of an EIS. If the need for an EIS is demonstrated, the GDOT Aviation Programs will determine the scope of the EIS, direct and approve the sponsor's consultant selection, and will coordinate all contacts with the FAA that are required for final federal approval of the EIS. Only those consultants who meet the FAA's and GDOT's qualification criteria for preparation of an EIS will be considered.

III. AIRPORT PLANNING PROJECTS

GENERAL - Sponsors of planning grants should take the time for a critical evaluation of the contractors and consultants they are considering for selection as their planning consultants. All consultants selected for any phase of a planning project must be prequalified by GDOT in Area Class 1.08, *Airport Master Planning*, if planning costs are to be reimbursed by GDOT. See "Procurement of Engineering Services" section of this guide. The sponsor-incurred costs for those consultants not on the GDOT approved list for which the sponsor has selected them are not considered reimbursable by GDOT. The GDOT approved consultant list is available on the GDOT web site www.dot.ga.gov.

Sponsors of potential airport planning projects should contact the GDOT Aviation Programs office as the first step in the planning process. The sponsor should have an idea of the existing and ultimate needs for their airport, their community's attitude towards any future airport development, the consistency of any airport development with local planning and land use issues, and a consensus of the airport's needs from airport users. The GDOT Aviation Planner and Aviation Project Manager will assist the airport owner in developing the scope of the planning process and will ensure that all development proposed in the planning process is compatible with the statewide aviation system plan, any regional airport plans, and conforms to FAA airport design standards.

AIRPORT LAYOUT PLANNING PROJECTS – Airport planning projects typically are Master Plans or Airport Layout Plan (ALP) Updates, with Master Planning projects being of more detailed scope and deliverables. The ALP are 20-year development document graphically depicting proposed projects and their conformance with FAA airport design guidelines and the primary deliverable of any airport layout planning project. Airport construction projects must be shown on an approved Airport Layout Plan in order to be constructed and funded. Sponsors should strive to update their Airport Layout Plans every

five-to-seven years or more often if local conditions warrant. All planning projects should be completed in accordance with FAA AC 150/5070-6B, *Airport Master Plans*.

Prior to beginning the airport planning process, the sponsor should meet with GDOT Aviation Programs to determine scoping requirements for their airport. The level of detail and effort required may vary greatly depending upon the purpose of the planning project, size or operational volume of airport, and recency of prior ALP Update.

Master planning projects often will provide detailed information and data on the existing conditions and history of the airport; its current and future role in the federal, state, and local aviation systems; environmental considerations; forecasts of operations, based aircraft, fuel flowage, and passengers, if applicable; demand/capacity and facility requirements analysis; noise analyses; comprehensive development alternatives for all operational areas of the airport; implementation plan with cost estimates and funding sources; Airport Layout Plan Drawings; and narrative report detailing the prominent features of the project. All new airports and those airports anticipating significant operational changes or alteration of the airport configuration will require a master plan.

ALP Update projects are more limited in scope and detail than master planning projects, though many project elements are similar, including inventory of existing airport conditions, forecasts of operations, facility requirements analysis, project phasing, Airport Layout Plan Drawings, and narrative report explain the prominent features of the 20-year plan. New topographic mapping and aeronautical survey may be necessary for the project. ALP Update projects typically will satisfy planning requirements for most airports.

The ALP drawings must meet all FAA airport layout and design requirements, all of the requirements of the current version of FAA AC 150/5300-13, *Airport Design*.

Occasionally the sponsor will be asked to proceed with a master planning project before the GDOT Aviation Programs will consider a grant application for airport development. This will usually happen when an existing airport has had a significant change in service levels and operating conditions or when the potential exists for development around the airport that would threaten the safe operation of the airport or the ability of the airport to meet the needs of the flying public that use the airport.

SITE SELECTION PROJECTS - A site selection project for a new airport cannot be undertaken until the need for a new airport has been determined, whether the selection is for a replacement airport or a new airport. The need for a new airport is usually determined by the Statewide Aviation System Plan or during the master planning process for an existing airport. The information required before a site selection project can be approved must address all areas concerning the current and future demands that are expected to clearly justify the need for the new airport. For existing airports, documentation must be provided that clearly shows the existing airport site cannot be developed to meet the ultimate needs shown in the demand forecasts.

The site selection process must, as a minimum, address area topography, land use and zoning near any potential sites, soil conditions, utilities, roadways, and other modes of transportation that would be available to the airport or would be impacted by a new airport, obstruction data associated with potential sites, the number of land owners that would be impacted by airport development at any one

site, environmental considerations, and the public's attitude toward the development of a particular site. Of particular concern are geographical features that could significantly alter the wind direction between sites and therefore could change the runway orientation for a particular site.

Once alternative sites have been chosen and the sponsor and consultant have gone through the initial comparison of sites and have eliminated any sites that the sponsor feels cannot be acquired or developed, the remaining sites should undergo a critical benefit/cost comparison. Some areas to be compared are development costs, land acquisition issues, and environmental considerations. For existing airports the benefit/cost analysis should include the costs and revenues generated by moving existing airport facilities to the new site and closing and disposing of the old site. This would include the cost of any federal or state obligations that must be met as well as the mitigation costs of any environmental impacts that might be associated with the disposition of the old airport.

After the sponsor has identified all of the viable sites a public involvement process should be undertaken. In most instances the earlier the public is brought into the site selection process the less chance there is for project delays due to unexpected public opposition to the proposed airport development.

The current version of FAA AC 150/5070-6, *Airport Master Plans*, provides additional guidance concerning the site selection procedures and process.

IV. LAND ACQUISITION

GENERAL – Land acquisition for airport development whether acquired with federal, state, or local funds must meet all SBGP environmental, appraisal, acquisition and relocation assistance requirements if SBGP funds are expected to be used for future airport development. GDOT Aviation Programs will notify the sponsor when all environmental requirements have been satisfied to allow the acquisition to proceed.

To be eligible for SBGP reimbursement the parcels to be acquired must be shown on an approved airport layout plan. It is generally assumed that all airport property to be used for airport development will be acquired in fee simple. However, the acquisition of aviation easements may be in order to protect FAR Part 77 defined imaginary surfaces. If easements are to be acquired they must give the airport sufficient rights to control penetrations, remove obstructions, and restrict development within the easement area. It is preferred that all runway protection zones (RPZs) be owned in fee simple. When fee simple ownership of the RPZ is not possible, the acquired RPZ easement must give the sponsor sufficient control to meet all RPZ requirements.

If the sponsor chooses to proceed with land or easement acquisition prior to the concurrence of GDOT that all requirements have been met, the sponsor will be responsible for all costs associated with the acquisition. To ensure that acquisition costs will be eligible for reimbursement when all environmental matters have been cleared and funds become available, the sponsor should work closely with GDOT Aviation Programs for compliance with SBGP requirements.

Once the parcel to be acquired has been identified, is shown on the airport layout plan and has met all environmental requirements, land acquisition efforts can begin. Typical services for land acquisition

include, but are not limited to, title searches, parcel surveys, investigations of hazardous material and contamination, appraisals, review appraisals and negotiations. In order for these services to be eligible for SBGP funds they must be self-performed by the sponsor, or performed by a consultant on the GDOT Right of Way prequalified contractors list.

If a sponsor chooses to self-perform these services the sponsor's existing staff must demonstrate an adequate working knowledge of 49 CFR Part 24, *Uniform Relocation Assistance and Real Property Acquisition for Federal and Federally Assisted Programs*, requirements and have the capability and expertise to successfully complete the work proposed in conformance to applicable requirements.

Where the sponsor does not have sufficient qualified staff available for a project or chooses to contract for these services, the sponsor may secure qualified property acquisition and relocation consultant services from persons or firms listed on the GDOT Right of Way prequalified contractors list. Contracting for land acquisition services must be done in accordance to FAA's AC 150/5100-14D, *Architectural Engineering and Planning Consultant Services for Airport Grant Projects*, when federal funds are involved.

After property for airport development or FAR Part 77 surface protection is acquired, whether acquired in fee simple or by easement, it must be shown on the updated Exhibit "A" Property Map. It is the sponsor's responsibility to ensure that the Exhibit "A" is current.

The laws and regulations governing property acquisition can be quite complex. Failure to comply with all acquisition requirements can cause lengthy project delays. In some cases where property acquisition is not necessary for current airport development, acquisition can proceed concurrently with the airport development. Sponsors desiring to acquire property for the airport should contact GDOT Aviation Programs prior to any acquisition activity to insure that the parcels are eligible for funding under the SBGP and that all acquisition requirements are met.

CONSULTANT ACQUISITION SERVICES – Sponsors that have made a decision to begin the acquisition process, may desire to employ the services of a consultant that specializes in providing acquisition services. The sponsor should take time for a critical evaluation of the qualifications and experience of any consultant prior to selection. Close coordination with GDOT Aviation Programs should be accomplished prior to selections and GDOT approval of selections is necessary to ensure services are eligible for SBGP funding. Such services include phase I environmental, appraisal services, review appraisal services, negotiation and relocation services. An estimate of fees required to accomplish proposed acquisition services must be submitted to GDOT Aviation Programs for review and approval.

APPRAISAL REQUIREMENTS – All acquisitions, fee and easement, require as a minimum one appraisal and one appraisal review, and an administrative review by GDOT. Appraised values or value conclusions cannot be used for acquisition negotiations until they have been approved by GDOT Aviation Programs.

ADMINISTRATIVE AND ENVIRONMENTAL APPROVAL – Aviation Programs will be responsible for authorizing sponsors to begin incurring eligible acquisition costs and approval of environmental phase I work or requirements for additional environmental evaluations.

V. PROCUREMENT OF CONSULTANT SERVICES

GENERAL – Airport owners should acquire the services of a professional airport planning and engineering consultant to prepare projects that are anticipated to be eligible for funding assistance in accordance with the requirement of the Georgia SBGP. Procurement of consultant services must utilize a qualifications based selection format per the current version of FAA AC150/5100-14, *Architectural Engineering, and Planning Consultant Services for Airport Grant Projects*. Prior to starting the selection process, GDOT Aviation Program should be informed and is available to offer assistance with the federal and state requirements of the selection process.

SELECTION COMMITTEE – The airport owner should form a selection committee that is knowledgeable of the nature of proposed projects that are planned for the airport and the general scope of services to be procured in order to ensure an understanding of the project requirements and the qualifications needed by the consultant. A scope of work should be developed and a selection criteria and evaluation system that will be used in preparing a selected short-list of consultants that are best qualified to accomplish the proposed scope of work. This scope of work should be comprehensive to cover the period that the consultant will be expected to work for the airport. The selected consultant may serve the airport for a period of up to five (5) years before the selection process must be repeated. It is important that the selection committee understand that the selected consultant should be listed on the GDOT list of prequalified consultants. The most current list of GDOT prequalified airport consultants is located on the GDOT web site <http://www.dot.state.ga.us/doingbusiness/prequalification/Pages/default.aspx>.

REQUEST FOR QUALIFICATIONS – A Request for Qualifications (RFQ) is prepared by the selection committee and a public announcement of the RFQ is required. This can be accomplished by placing an ad in one or more newspapers with a wide circulation, magazines, trade journals, etc. Sufficient time should be allowed for interested consultants to respond to the RFQ. A minimum of two (2) weeks should be allowed. Sample advertisements are available from GDOT Aviation Programs. It is recommended that known qualified firms be notified of the RFQ by direct contact from the selection committee. **A responding consultant must not include fee or cost information when responding to the RFQ.**

REVIEW OF QUALIFICATIONS – All interested consultants will respond to the RFQ and the selection committee, utilizing the predetermined evaluation system and selection process, will either select the firm they wish to employ or select three (3) to five (5) firms to be requested to appear before the committee and present a more detailed proposal for the airport. The interview process is not required if the committee intends to rehire their current consultant.

INTERVIEW AND SELECTION – The advantage of the interview is the opportunity for the selection committee to hear the different proposals offered by each firm and allow committee members to get familiar with the key individuals that would be involved in the project, ask questions, etc. Each committee member, utilizing the predetermined selection process should record the interviews and rank a minimum of the top three (3) firms. This process should be summarized into a committee ranking of the first, second and third selected firms. This will facilitate an alternate selection should contract negotiations with the top ranked firm be unsuccessful. A unique circumstance may cause the Airport Owner to desire the employment of more than one consultant in a particular specialty. This

procedure is acceptable provided each selected consultant participated in the selection process.

NOTIFICATION – When the committee has decided which consultant has been selected, the other firms that submitted qualifications/letters of interest should be notified that they were not selected.

CONSULTANT SUBMITTING OF COSTS – The selected consultant should submit to the airport owner/sponsor a summary of typical costs for project services including direct hourly labor rates, overhead and profit percentages in sufficiently detailed so the sponsor can determine if the costs are realistic and reasonable.

AGREEMENT REVIEW AND FEE NEGOTIATION – Now that the sponsor and the consultant have each estimated the consultant's expected fees to provide services, a meeting must be held with the consultant to evaluate the agreement and negotiate a final fee. The primary objective of this review/negotiation process is to ensure that all necessary services are included, that the proposed fee represents the level of effort required and that the fee is fair and reasonable. If this process is unacceptable to either party, the sponsor may repeat the cost reviews and negotiation process with the consultant that was ranked second. This process continues until the sponsor has an acceptable agreement and fees.

VI. AIRPORT DEVELOPMENT PROJECTS

DESIGN

ENGINEER'S REPORT - An engineer's report shall be prepared and submitted for most development projects funded under the Georgia SBGP. For relatively small and simple projects, GDOT Aviation Programs may waive this report requirement.

The engineer's report serves to document the design considerations, analysis and selections that occur within the design phase. As a minimum, the report should include listing of applicable design standards, a summary of the design computations, justification for selection of design materials, summary of preliminary project budget and the identification of modifications to Federal Aviation Administration (FAA) standards. As each individual project will present unique design considerations, the topics to be addressed within the engineer's report will vary per each specific project.

In addition, the sponsor is required to eliminate all deficiencies identified in the most recent State Licensing inspection report. If immediate elimination is not feasible, the sponsor shall provide in the engineer's report, a satisfactory plan to eliminate or address the deficiencies and include this plan with phased development as outlined in a current and approved airport layout plan.

MODIFICATION OF STANDARDS - It is the policy of the FAA that all airport development under the Georgia SBGP conforms to FAA standards. For a specific project where unique local conditions preclude compliance with airport design or construction standards, modification of these standards may be considered.

Airport owners occasionally encounter project situations where unique local conditions preclude compliance with FAA standards for airport design or construction. Sponsors that desire additional modifications to FAA Standards that are not covered by the pre-approved modifications must seek formal GDOT review and approval. All such modifications must be fully justified and should not diminish the quality intended in the FAA standard.

FAA Order 5300.1F, *Modification to Agency Airport Design, Construction and Equipment Standards*, establishes guidelines and criteria for the modification of FAA standards and specifications, which are necessary to accommodate unique local conditions for a specific project. This Order requires that all modifications to design and construction standards be approved by GDOT and FAA prior to incorporation into projects funded through the SBGP.

STORM WATER PERMIT REQUIREMENTS - The sponsor is required to obtain an Operating Permit for storm water discharge from the Georgia Department of Natural Resources (DNR) if construction activity disturbs land by grading, excavating or otherwise destroying the root zone, and the surface area disturbed is **one acre or more**. The application for the permit should be made early in the design process because lengthy processed time. A copy of this permit **must be submitted** to GDOT prior to advertising for bids. The sponsor must also develop a Storm Water Pollution Prevention Plan (SWPPP) to address erosion and sediment control at your facility.

DISADVANTAGE BUSINESS ENTERPRISE (DBE) PLAN UPDATE - The DBE Program is established by Title 49, Part 26 of the Code of Federal Regulations. Per Title 49, Part 26.21, Sponsors receiving grants for airport planning or development who will award contracts exceeding \$250,000 in FAA funds in a Federal fiscal year are required to have a DBE Plan or DBE Plan Update. Prior to project advertisement for bids, the Sponsor is required to provide GDOT an electronic copy of the current updated DBE Plan and a copy of letter of transmittal to the Federal Civil Rights Office.

PLANS AND SPECIFICATIONS

PREPARATION OF PROJECT PLANS AND SPECIFICATIONS - The development requirements of a Sponsor are typically conveyed to prospective bidders through the preparation of plans and specifications. Project plans (drawings) serve to graphically depict the extent of the development requirements in an accurate and concise manner. The project specification in contrast serves to convey technical information for quality acceptance, performance characteristics, and permissible construction methods.

In addition to the plans and specifications, bid documents and contract documents are prepared to convey to prospective contractors all bidding requirements and contractual obligations expected of the successful bidder. The bid documents and contract documents are commonly bound with the project specifications to form a Project Manual.

It is important to note that the Sponsor is responsible for all matters concerning contract procurement for a project. The Sponsor is also the contractual authority for all matter related to establishing and administering the contract agreement. GDOT is not a party to such contract agreements.

The Sponsor and their engineering consultant are also responsible for the accuracy, completeness, legal sufficiency and technical content of the contract plans and specifications. Reviews conducted by GDOT are limited to the purpose of determining SBGP eligibility and adherence with FAA Standards.

While GDOT is not a party to the construction contract, the sponsor is obligated by the receipt of SBGP funds to incorporate all applicable FAA standards and Federal provisions required by the SBGP. FAA standards, policies and guidelines are published in various Advisory Circulars and Engineering Briefs. Sponsors are obligated to assure that applicable standards are applied in the design of a SBGP project. Modifications to FAA standards are permitted only if GDOT written approval has been issued to the sponsor.

PROJECT MANUAL - Typically, engineering consultants combine the bid documents, contract documents and technical specifications of a project into one bound document commonly referred to as the Project Manual. This document serves to convey to the Contractor the contractual and technical requirements of a construction project.

TECHNICAL SPECIFICATIONS - FAA Advisory Circular 150/5370-10 contains the FAA standards for specifying construction of airports and airport related development. Various engineering briefs issued by Airport Engineering Division of the Office of Airport Safety and Standards may supplement these standards.

Sponsors and their consultants must utilize AC 150/5370-10 as a guide specification when preparing a project specification. Sponsors may not modify or deviate from the accepted FAA standard unless expressed written approval is obtained from GDOT. While AC 150/5370-10 provides the required technical specifications for construction projects, the FAA does allow GDOT to modify these standards to incorporate the use of State highway specifications which in some cases are further modified for airport projects. GDOT Aviation Programs office approval is required for the use of State specifications.

PROJECT PLANS - The project-drawing package serves to graphically depict the extent of the contract requirements in an accurate and concise manner. The project drawings, along with the technical specifications, form a critical part of the Contractor's contractual obligations. As a legal document, the contract drawings must convey the requirements of the sponsor in a clear and unambiguous manner. Projects funded under the Georgia SBGP shall be developed in accordance with applicable FAA standards. FAA standards are contained within various Advisory Circulars and engineering briefs. The engineer shall apply sound engineering judgment and widely accepted engineering principals when preparing project drawings.

REVIEW AND APPROVAL – PLANS & SPECIFICATIONS - As the sponsor, you are responsible for ensuring that the plans and project manual satisfy the minimum FAA and GDOT requirements. Prior to initiating any further project action, two (2) copies of the engineers report, 100% plans and specifications must be provided to GDOT for review, comment, and approval. Please allow up to four weeks for the review and comment process by the GDOT project manager. The review of plans and specifications by GDOT is essentially a cursory review limited to critical project elements such as specifications, construction scheduling, safety plan, airfield grading, pavement construction, marking and lighting details. GDOT will utilize the engineer's reports for engineering design decisions but not typically review detailed engineering and quantity calculations, however, such documentation shall be

made available if so requested by GDOT. Authorization to advertise for bids will not be granted until the plans and specification comments by GDOT have been addressed by the Sponsor. GDOT approval of the plans and specifications does not relieve the Sponsor of the responsibility to correct items of work later found to be non-compliant with regards to FAA Standards. Authorization to advertise for bids will not be granted until GDOT is in receipt of:

- Four (4) copies of final corrected plans and specification signed by a professional engineer with his/her personal seal or rubber stamp, affix his/her signature on or through the seal, and place the original date under the seal, at the minimum, to the original of each sheet in a set of plans, specifications, and other documents which were prepared by the professional engineer or under the professional engineer's immediate personal supervision.
- Certification by the Sponsor that the project plans and specifications are in full compliance with FAA and GDOT design and construction standards.
- Engineer's estimate of probable project costs.

BIDDING

ADVERTISING FOR CONSTRUCTION BIDS - The sponsor shall not advertise for construction bids until authorized by GDOT Aviation Programs. Advertising prior to GDOT authorization may jeopardize federal and state funding participation. Construction that is to be accomplished by contract is to be competitively bid in accordance with federal procurement requirements (49 CFR Part 18) for projects estimated to exceed \$100,000. As a minimum, bid notices should be published in a qualified (local or area) newspaper or other advertisement publication located in the same county as the airport. It is also recommend that the sponsor do a direct mailing to qualified contractors that have satisfactory accomplished previous airport work. The time frame for advertising should be sufficient for a reasonable bid preparation time. For larger projects we typically see a four week or 30 day advertisement. For smaller simple projects, Sponsor (local) laws may allow a two week advertisement period.

PRE-BID MEETING - A pre-bid meeting is not required but is recommended for larger and/or complex projects in an effort to clarify and explain any specific project issues or requirements of the contract. The meeting should be held a minimum of ten days prior to the bid opening date. Any changes or modifications approved during the pre-bid conference shall be included in an addendum to the bid documents. A copy shall be furnished to each prospective bidder who purchased bid documents, including those who did not attend the meeting. Copies of the proceedings, containing all items discussed and resolved, including responses to questions, shall be made available to each of the participants upon request. Consult the current version of AC 150/5300-9 "Predesign, Prebid and Preconstruction Conferences for Airport Grant Projects" for additional information.

BID OPENING/AWARD - The Sponsor is responsible for tabulating the bids and analyzing each bid. Bids should be reviewed for reasonableness of costs, bid improprieties and unbalanced bids. The award process requires that the Sponsor submit the following items to the GDOT Aviation Programs for review and concurrence prior to awarding the contract:

- Letter of recommendation for award from sponsor.
- One hard copy and two electronic copies (PDF & Excel) of the certified bid tabulation for all bidders.

- One copy of the low bidders proposed DBE participation form.

Award of the contract without GDOT concurrence may result in the loss of federal and state funding of the project.

PROJECT DEVELOPMENT

CONSTRUCTION CONTRACT – After award of the project to the acceptable bidder, GDOT shall prepare the construction contract between GDOT and the Sponsor. During this process, the Sponsor may begin development and execution of the contract between the Sponsor and the awarded contractor, however, final execution of the contract should NOT be accomplished until the GDOT contract has been fully executed and notice to proceed is issued. This process insures that the GDOT contract has fully obligated the federal and state funds for the project.

PRECONSTRUCTION CONFERENCE - Prior to issuing the notice to proceed, the sponsor must schedule and conduct a preconstruction meeting. The meeting should be scheduled a minimum of 7 days in advance of the notice so that all desired parties can attend. Consult the current version of AC 150/5300-9 "Predesign, Prebid and Preconstruction Conferences for Airport Grant Projects" for additional information. As a minimum, the following should attend the preconstruction conference:

- Sponsor and Engineering Consultant
- GDOT Aviation Programs & GDOT Area Office
- Contractor

The sponsor shall not issue the notice to proceed to the contractor until written notice to proceed is issued by GDOT. Any project development work accomplished prior to GDOT notice to proceed will be ineligible for federal and state funding participation.

CONSTRUCTION REQUIREMENTS

NOTAMS - It is the responsibility of the Sponsor to issue, through the applicable FAA Flight Service Station (FSS), any and all Notices to Airmen (NOTAMS) that may be required. It is recommended that the Sponsor and the contractor coordinate this action well in advance of any construction activity in order to avoid delays. The Sponsor should conduct a follow-up check with the FSS to insure that requested NOTAMS have, in fact, been posted for the flying public.

REQUIRED NOTICES TO BE POSTED - The contracts for construction projects require that certain information be posted at all times by the contractor and its subcontractors at the site of work in a prominent and accessible place where it can easily be seen by the workers. No work should be allowed to begin until this task is accomplished. The following is a list of required information to be posted on the project bulletin board:

- "Employee Rights Under the Fair Labor Standards Act" (Minimum Federal Wage Rates)
- Equal Employment Opportunity is THE LAW

SAFETY PLAN - During the full term of the project, the Sponsor is ultimately responsible for proper implementation by the contractor of the project safety plan.

WAGE RATE INTERVIEWS - The Sponsor is responsible for Wage Rate Interviews to ensure compliance with federal law. "Federal Labor Interview" forms must be completed and verified that wages paid are at or above the minimum wage for the job class.

DBE COMPLIANCE - The Sponsor is responsible for ensuring that the DBE requirements of the construction contract are accomplished. This effort must be done by the Sponsor periodically checking DBE activity during the course of the construction to ensure that the portion of the work identified in the construction contract to be performed by DBE firms is being accomplished. Failure to meet the contract DBE goals by the end of the project is unacceptable and will require action on the part of GDOT to financially penalize the Sponsor or required an increase in DBE goals for the next federally funded project at the Sponsor's airport.

CHANGE ORDERS AND SUPPLEMENTAL AGREEMENTS - All Change Orders and Supplemental Agreements must be submitted to the GDOT Aviation Section for review and approval. Verbal or informal Email approval for Supplemental Agreements (SA) may be obtained to prevent a construction delay while the SA is being formally executed by the Sponsor and GDOT. Supplemental Agreements that increase the cost of the project may result in a shortfall of project funding and require federal funding reimbursement at a future date.

FEDERAL AND STATE PROJECT PAYMENTS – Project payments of federal and state funds to the Sponsor are normally made on a monthly basis. The Sponsor's contractor coordinates the monthly invoice of work accomplished with the project resident inspector and submits the invoice to the Sponsor. If the Sponsor approves the invoice, it is submitted to the GDOT Area Engineer (AE). The AE prepares a project pay request with attached contractor invoices and sends it to GDOT Aviation Programs for processing. Normally, GDOT payment to the Sponsor is made within 30 days of submission of invoices to GDOT Area Engineer. If the Sponsor withholds a percentage of payments to the contractor as retainage, GDOT will withhold the same percent retainage in payments to the Sponsor. GDOT retainage amounts will be included as part of the final project payment to the Sponsor. The Sponsor must retain a copy of processed checks paid to the contractor.

FINAL INSPECTION - Upon project completion, the Sponsor shall arrange a final inspection with representatives of the engineer, contractor, GDOT Aviation Programs and Area Engineer. A report shall be generated by the Sponsor that documents the results of the final inspection. The list of final inspection punch list items and letter stating that all punch list items have been corrected should be included with the project file.

PROJECT CLOSEOUT – After the Sponsor and GDOT are satisfied that the project has been successfully completed, the Sponsor must submit within thirty (30) days the following project closeout documentation to the GDOT for review, approval, filing and issuance of GDOT Final Acceptance of the project:

- Sponsor certification of final acceptance of the project.
- Sponsor materials certification statement letter to GDOT.
- Final certified project pay item quantities and cost of the contract.
- Certification letter from the prime contractor for each individual DBE firm's work attesting to the actual work performed by the DBE firm and the amount paid the DBE firm. This certification must be signed by both the prime contractor and the DBE firm.

- A certified copy of contractors project payroll records.
- One copy of Final Testing Summary that meets the specification requirements of the construction contract.
- Copy of all Change Orders and Supplemental Agreements between the Sponsor and the contractor (if applicable).
- One copy of all processed checks paid to the prime contractor by the Sponsor which documents full authorized payment for the construction portion of the project.
- A copy of all Sponsor approved invoices from the design/consultant engineer for project services including project administration, design, supervision, and materials testing with copies of process checks which document payments made by the Sponsor for which reimbursement is requested.
- One electronic set of record drawings on a compact disc (CD) or posted to GDOT ftp site in pdf format copied to a single file (each sheet must be sealed, signed, and dated by the engineer).
- Two copies of the revised Airport Layout Drawing (ALD) showing as-built conditions (if required).

LAND ACQUISITION REQUIREMENTS – Projects involving land or easement acquisition with federal and state funding assistance require that the Sponsor comply with the provisions of Title 49, Code of Federal Regulation (CFR), Part 24, *Uniform Relocation Assistance and Real Property Acquisition for Federal and Federally Assisted Programs* and FAA AC 150/5100-17 (current version), *Land Acquisition and Relocation Assistance for Airport Improvement Program Assisted Projects*. Land Acquisition projects must begin with the planning process that identifies the land that is needed, environmental site assessments and appraisals; acquisition through negotiations or condemnation if negotiations fail; and providing relocation assistance to displaced homeowners and businesses. Land Acquisition project closeout requires the following documentation be provided by the Sponsor to GDOT:

- A plat of the acquired property.
- Copy of the Closing Settlement Statement
- A copy of the Deed or title conveyance.
- ALP Exhibit “A” Update to include the new property acquisition.
- Copy of the property appraisal and review appraisal. Statement must be included that property owner was offered an opportunity to accompany appraiser during the appraisal process.
- Copy of the written offer of just compensation for the acquisition and documentation of the negotiation process.
- Documentation of all costs associated with relocation assistance. (if applicable)
- Copy of all invoices and processed checks associated with acquisition services, survey costs, legal fees, and court costs.
- Copy of legal notices and condemnation court actions. (if applicable)
- Copy of documentation to support the disposition of disposal or sale and removal of structures and/or dwellings on acquired property. (if applicable)

NOTE: The acquisition itself does not need to be federally funded for the federal acquisition process to apply. If the federally funded airport construction project requires land acquisition, the federal acquisition process must be followed even if the acquisition cost is not federally funded. If the property owner desires to donate the land to the Sponsor, the property must be appraised with a review appraisal and fair market value of the land must be offered to the property owner. If the offer is not

accepted and the donation is made to the Sponsor, the value of the land may be credited towards the Sponsor's share of cost for future federally funded projects. (Current Version FAA Order 5100.38 Chapter 3, Section 4).

PART III

GDOT COORDINATION for ONEGEORGIA AUTHORITY PROGRAM

ONEGEORGIA AUTHORITY PROGRAM

The OneGeorgia Authority (OGA) was created by the Governor and State Legislature of the State of Georgia in October 2000. The Authority targets financial assistance to Georgia's rural areas and its most economically distressed communities. Funding assistance from the OneGeorgia Authority is provided by utilization of one-third of the State of Georgia Tobacco Settlement funds that is anticipated to provide \$1.6 billion over the 25-year term of settlement. If an airport owner meets eligibility requirements, funding assistance may be available for airport improvement projects from the OneGeorgia Authority Equity Fund. Initial information regarding the applicability of OneGeorgia financial assistance for airport improvement projects can be obtained from GDOT Aviation Programs. **If a decision is made to pursue OneGeorgia funds, it is very important to coordinate and obtain the recommendations of the GDOT Aviation Programs Office prior to submission of the application.**

Applicant Eligibility:

Applicants may be cities, counties, government authorities and multi-county or multi-jurisdictional development authorities. The applicant must be located within a county that meets the definition of "a county that is located outside the boundaries of a metropolitan area with a population of 50,000 or less and a poverty rate of 10% or greater" The applicant may also be "conditionally eligible" if located in a county with a population of less than 500,000 that shares a border with a directly eligible rural county.

Application Process:

The application process is a comprehensive procedure that requires data from multi-sources and is normally completed by a regional or local development authority or the private sector. Financial Assistance Preapplications are used by the OneGeorgia Authority to evaluate proposals from eligible Preapplicants for economic development projects. If a proposal meets all statutory and regulatory criteria as well as program regulations and objectives, the proponent will be invited to submit a full application. The details of the application requirements can best be obtained direct from the OneGeorgia Authority, 1202-B Hillcrest Parkway, Dublin, GA 31021, telephone (478)274-7734 or their web site at www.onegeorgia.org. **GDOT Aviation Programs will provide assistance to the airport owner to insure the best possible opportunity to receive funding assistance from OneGeorgia.** Applications may be submitted to OneGeorgia at anytime during the state fiscal year but award decisions are made periodically during the year based on the schedule of OneGeorgia Authority Board of Directors meetings.

EQUITY FUND:

The Equity Fund provides financial assistance to rural communities to help build the necessary infrastructure for economic development. Equity funds are also available as loans for several different types of projects, such as constructing speculative buildings in order to attract additional industries to these regions. Grants for the construction of airport terminal buildings and loans for aircraft hangars are common projects funded by OneGeorgia under the provisions of the Equity Fund program. Equity Fund Financial Assistance Preapplication are used by the OneGeorgia Authority to evaluate proposals from eligible Preapplicants for economic development projects. If a proposal meets all statutory and regulatory criteria as well as program regulations and objectives, the proponent will be invited to submit a full application.

PART IV

APPENDICES

STATE PRIORITY SYSTEM

The following priority system is utilized for the establishment of the relative importance of one project request as compared to all other project applications received for the Georgia Airport Aid Program (GAAP). The resultant project priority number (larger numbers have highest priority) is the basis for the selection of projects that will receive state funding assistance.

AIRPORT CATEGORY - The priority system distinguishes among three categories of airports:

- **Category A** - General Aviation Airports with less than twenty (20) based aircraft.
- **Category B** - General Aviation Airports with twenty (20) or more based aircraft.
- **Category C** - Commercial Service Airports

RUNWAY TYPE - The priority system also distinguishes among three types of airport runways:

- **Type 1** - “Primary” runway is considered to be the most important runway on the airport that serves the majority of the air traffic. It is normally the runway with the most sophisticated facilities such as lighting and electronic navigational and approach landing aids.
- **Type 2** - “Secondary” runway is the runway that is utilized less than the primary but more than the other runways.
- **Type 3** - “Other” runways are the remaining runways other than the primary and secondary runways.

Airport projects that have a direct economic impact upon the area served by the airport may be awarded up to 10 additional priority points. Such projects must serve to satisfy the business/corporate aviation demands that will cause an increase in economic activity for the area. The number of points (limited to 10) added to the project priority will be decided by the GDOT based on the degree of economic impact as documented by the airport owner.

Priority assignment for planning projects (Airport Master Plan, Airport Layout Plan, DBE Plans, Environmental Studies, Commercial Service Studies, Economic Impact Studies) will be at the discretion of GDOT based on sponsor justification.

One common element with all priority systems is a failure to consider every possible priority of a particular project and for that reason, the GDOT is authorized, at its discretion, to change the priority of a project. Such actions are documented as a part of the project records.

GAAP PRIORITY SYSTEM

AIRPORT CATEGORY		RUNWAYS	
A - < 20 Based Aircraft		1 -Primary	
B - = or > 20 Based Aircraft		2 - Secondary	
C - Commercial Service		3 - Other Runways	
PRIORITY	PROJECT	PRIORITY	PROJECT
90	A1-RSA/Obst Clr /Land Acquisition for Clearing	56	A2-Taxiway/Land Acquisition
89	A1-Rwy Maintenance	55	B-Fencing-Perimeter
88	A1-Rwy New/Expansion/Land Acquisition	54	A-Localizer
87	B1-RSA/Obst Clr/Land Acquisition for Clearing	53	B3-RSA/Obst Clr/Land Acquisition
86	B1-Rwy Maintenance	52	B3-Rwy Maintenance
85	B1-Rwy New/Expansion/Land Acquisition	51	A-ALS/Land Acquisition
84	A-Misc A/P Lighting	50	A-AWOS/Land Acquisition
83	A-NDB/Land Acquisition	49	A-GCO
82	B-Localizer or Glide Slope	48	C1-RSA/Obst Clr/Land Acquisition
81	B-Misc A/P Lighting	47	C1-Runway/Land Acquisition
80	B-ALS/Land Acquisition for ALS	46	C-Misc A/P Lighting
79	A-Apron Maintenance	45	C-Localizer
78	A-Apron/Land Acquisition for Apron	44	C-ALS/Land Acquisition
77	A-Airport Drainage	43	C-NDB/Land Acquisition
76	A-Fencing-Security	42	A3-RSA/Obst Clr/Land Acquisition
75	B-NDB/Land Acquisition for NDB	41	A3-Runway Maint.
74	B-AWOS/Land Acquisition	40	C-GCO
73	B-GCO	39	C1-Taxiway/Land Acquisition
72	A1-Taxiway Maint.	38	C-Apron/Land Acquisition
71	A1-Twy New/Expansion/Land Acquisition	37	C-Taxiway (to Hangars)
70	B-Apron Maintenance	36	C-Airport Drainage
69	B-Apron/Land Acquisition for Apron	35	C-Fencing-Security
68	B-Airport Drainage	34	B3-Taxiway/Land Acquisition
67	B-Fencing-Security	33	C2-RSA/Obst Clr/Land Acquisition
66	B1-Taxiway Maintenance	32	C2-Runway Maint.
65	B2-RSA/Obst Clr/Land Acquisition for Clearing	31	C-Fencing Perimeter
64	B2-Rwy New/Expansion/Maintenance	30	C3-RSA/Obst Clr/Land Acquisition
63	A2-RSA/Obst Clr/Land Acquisition for Clearing	29	C3-Runway Maint.
62	A-Taxiway (to Hangars)	28	A3-Taxiway/Land Acquisition
61	B1-Taxiway/Land Acquisition	27	C2-Taxiway/Land Acquisition
60	B-Taxiway (to Hangars)	26	C3-Taxiway/Land Acquisition
59	A2-Runway Maintenance	25	A-Access Road
58	B2-Taxiway/Land Acquisition	24	B-Access Road
57	A-Fencing-Perimeter	23	C-Access Road
NOTE: Up to 10 points may be added for economic development projects.			
Points may be increased or decreased at GDOT discretion.			
See page 17 for glossary of above abbreviations.			
Runway and Taxiway priorities includes all associated lighting (including PAPI).			

PRIORITY SYSTEM

Examples and Explanations

The following examples and explanations illustrate the application of the priority system:

- A project to construct a primary runway extension at a general aviation airport with less than 20 based aircraft would have a high priority of 88. The airport category is A, the runway type is 1 and the project is a runway expansion. The priority for an A-1 runway expansion is 88.
- A project to resurface a secondary runway at the general aviation airport with more than 20 based aircraft would have a priority of 64. The airport category is B, the runway type is 2 and the project is runway maintenance. The priority for a B-2 runway maintenance project is 64.
- A project to replace a rotating beacon light at a commercial service airport would have a priority of 46. The airport is category C and the project is miscellaneous airport lighting. The priority for a C-Misc A/P Lighting is 46.
- A corporate prospect commits to a county government that it will locate a factory in their county that will produce jobs and dollars to the local economy if they will extend the county airport primary runway an additional 1000 feet and install a localizer approach aid. All airport projects associated with the runway extension and the localizer will have a priority number increase up to 10 points because the projects are directly related to local economic development. The amount of added points up to 10 are at the discretion of the GDOT based on the degree of economic impact as documented by the airport owner.

Application for State Assistance

Date Submitted:	Date Received By State:
1. APPLICANT INFORMATION	
A. Name of Airport	
B. Name and Address of Applicant: Telephone: ()	C. Name and Address of Contact Person (if different from 1.B.) Telephone: ()
2. PROJECT INFORMATION	
A. Description of applicant's project: (Attach sketch if possible)	
B. Project justification: (Explain why project is needed. If safety related, explain. Attach separate sheet if more space is needed.)	
C. Will the project have the potential to enhance economic development in the area? <input type="checkbox"/> Yes <input type="checkbox"/> No (If yes, explain. Attach separate sheet if more space is needed.)	
D. Estimated total cost of project:	E. Desired start date:
3. CERTIFICATION	
<p>The applicant by signature, hereby certifies as follows:</p> <p>A. <i>PLANNING COMPLIANCE</i> – All elements of work in the project conform to the current Airport Layout Plan except as follows: (attach separate sheet)</p> <p>B. <i>CERTIFICATE OF OWNERSHIP</i> – The applicant is the owner of fee simple title to the land whereon the actual construction of the project is performed and further that this certification is based on a title examination by a qualified attorney or title company and that such attorney or title company has determined that the applicant holds such property interest except as follows: (attach separate sheet)</p> <p>C. <i>LICENSING COMPLIANCE</i> – The airport shall be maintained in compliance with applicable State licensing criteria.</p> <p>D. <i>PROJECT DESIGN</i> – The applicant will accomplish, except where provided by the State, the required plans and specifications necessary to accomplish the project.</p> <p>E. <i>PUBLIC USE</i> – All elements of the work in the project will be for public use.</p> <p>F. <i>PROJECT MAINTENANCE</i> – The applicant shall maintain the facility constructed by the project throughout its normal useful life as determined by the State.</p> <p>G. <i>FUNDS</i> – The applicant's share of the costs for the project will be available as of the start date stated in item 2.E. above and covenants to disburse funds derived from the State solely in aid of the project.</p> <p>H. <i>APPLICATION AUTHORITY</i> – The applicant agrees that these covenants and grant application shall be binding on itself, successors, and assignees and further covenants that it has the legal authority to execute this grant application.</p>	
<hr style="width: 80%; margin: 0 auto;"/> <p>SIGNATURE OF APPLICANT</p>	<hr style="width: 80%; margin: 0 auto;"/> <p>TITLE OF APPLICANT</p>

Point Values for AIP Airport and ACIP Work Codes

A = Airport Code (2 to 5 pts.):

Primary Commercial Service Airports

A - Large and Medium Hub	= 5 pts
B - Small and Non Hub	= 4 pts

Non Primary Commercial Service, Reliever, and General Aviation Airports

Based Aircraft/Itinerant Operations

A - 100 or 50,000	= 5 pts
B - 50 or 20,000	= 4 pts
C - 20 or 8,000	= 3 pts
D - <20 and <8,000	= 2 pts

P = Purpose Points (0 to 10 pts)

CA = Capacity = 7pts
 EN = Environment = 8pts
 OT = Other = 4pts
 PL = Planning = 8pts
 RE = Reconstruction = 8pts
 SA = Safety/Security = 10pts
 SP = Statutory Emphasis Programs = 9pts
 ST = Standards = 6pts

C =Component Points (0 to 10 pts)

AP = Apron = 5pts	RW = Runway = 10pts
BD = Building = 3pts	SB = Seaplane = 9pts
EQ = Equipment = 8pts	TE = Terminal = 1pt
FI = Financing = 0pts	TW = Taxiway = 8pts
GT = Ground Transportation = 4pts	VT = Vertiport = 4pts
HE = Helipad = 9pts	
HO = Homes = 7pts	
LA = Land = 7pts	
NA = New Airport = 4pts	
OT = Other = 7pts	
PB = Public Building = 7pts	
PL = Planning = 7pts	

T = Type Points (0 to 10 pts)

60 = Outside 65 DNL = 0pts	IM = Improvements = 8pts	SE = Security Improvement = 6pts
65 = 65 - 69 DNL = 4pts	IN = Instrument Approach Aid = 7pts	SF = RW Safety Area = 8pts
70 = 70 - 74 DNL = 7pts	LI = Lighting = 8pts	SG = RW/TW Signs = 9pts
75 = Inside 75 DNL = 10pts	MA = Master Plan = 9pts	SN = Snow Removal Equipment = 9pts
AC = Access = 7pts	ME = Metropolitan Planning = 7pts	SR = Sensors = 8pts
AD = Administration Costs = 0pts	MS = Miscellaneous = 5pts	ST = State Planning = 8pts
AQ = Acquire Airport = 5pts	MT = Mitigation = 6pts	SV = Service = 6pts
BO = Bond Retirement = 0pts	NO = Noise Plan/Suppression = 7pts	SZ = Safety Zone (RPZ) = 8pts
CO = Construction = 10pts	OB = Obstruction Removal = 10pts	VI = Visual Approach Aids. Aid = 8pts
DI = De-Icing Facilities = 6pts	PA = Parking = 1pt	VT = Construct V/Tol RW/Vert Plan = 2pts
DV = Development Land = 6pts	PM = People Mover = 3pts	WX = Weather Reporting Equipment = 8pts
EX = Extension/Expansion = 6pts	RF = ARFF Vehicle = 10pts	
FF = Fuel Farm Development = 2pts	RL = Rail = 3pts	
FR = RW Friction = 9pts		

NPIAS-ACIP Standard Descriptions, ACIP Codes, and National Priority Ratings

PROJECT DESCRIPTION	ACIP Codes			Airport Code			
	Purpose	Component	Type	A 5	B 4	C 3	D 2
APRON							
Construct {name} Apron	CA	AP	CO	56	54	52	50
Expand {name} Apron	CA	AP	EX	47	46	44	42
Construct {name} Apron (environmental mitigation)	EN	AP	CO	66	64	62	60
Rehabilitate {name} Apron	RE	AP	IM	62	60	58	56
Construct {name} Apron	ST	AP	CO	46	44	43	41
Expand/Strengthen {name} Apron	ST	AP	IM	42	41	39	38
Install {name} Apron Lighting	ST	AP	LI	42	41	39	38
BUILDINGS							
<Construct/Expand/Improve/Modify/Rehabilitate> Aircraft Rescue & Fire Fighting Building [Pt.	SA	BD	EX	73	71	68	66
<Construct/Expand/Improve/Modify/Rehabilitate> {describe} Building	ST	BD	MS	34	32	31	29
<Construct/Expand/Imp/Modify/Rehabilitate> <Snow Removal Equipment/Chemical Storage &	ST	BD	SN	41	39	38	36
EQUIPMENT							
Acquire Driver's Enhanced Vision System	ST	EQ	MS	41	40	38	37
Acquire Interactive Training System	OT	EQ	MS	25	24	23	22
Acquire Aircraft Rescue & Fire Fighting Vehicle [required by Part 139 only]	SA	EQ	RF	98	95	93	90
Acquire Aircraft Rescue & Fire Fighting Safety Equipment {describe} [required by Part 139]	SA	EQ	RF	98	95	93	90
Acquire Security Equipment/Install Fencing {e.g., access control} [required by Part 107]	SA	EQ	SE	86	83	81	78
Acquire Aircraft Deicing Equipment	ST	EQ	DI	43	41	40	38
<Acquire/Install/Rehabilitate> Emergency Generator	ST	EQ	LI	47	45	44	42
Acquire Aircraft Rescue & Fire Fighting Safety Equipment {describe} [not required by Part 139]	ST	EQ	MS	41	40	38	37
Acquire Equipment {e.g., Sweepers, etc.}	ST	EQ	MS	41	40	38	37
Acquire Aircraft Rescue & Fire Fighting Vehicle [not required by Part 139]	ST	EQ	RF	50	49	47	46
Acquire Security Equipment/Install Perimeter Fencing {e.g., access control} [not Part 107]	ST	EQ	SE	43	41	40	38
Acquire <Snow Removal Equipment/Urea Truck/etc.>	ST	EQ	SN	48	47	45	44
Acquire Friction Measuring Equipment	ST	EQ	SR	47	45	44	42
Install Weather Reporting Equipment {describe, e.g., AWOS }	ST	EQ	WX	47	45	44	42
FINANCE							
Administrative Costs (PFC)	OT	FI	AD	0	0	0	0
Financing Costs	OT	FI	BO	0	0	0	0
GROUND TRANSPORTATION							
<Construct/Expand/Improve/Modify/Rehabilitate> <Inter/Intra> Terminal People Mover	CA	GT	PM	39	37	36	34
<Construct/Expand/Improve/Modify/Rehabilitate> <Inter/Intra> Terminal People Mover	OT	GT	PM	18	17	16	15
<Construct/Expand/Improve/Modify/Rehabilitate> Access Rail	CA	GT	RL	39	37	36	34
<Construct/Expand/Improve/Modify/Rehabilitate> Access Rail	OT	GT	RL	18	17	16	15
<Construct/Expand/Improve/Modify/Rehabilitate> Access Road	CA	GT	AC	48	46	44	42
<Construct/Expand/Improve/Modify/Rehabilitate> Access Road	OT	GT	AC	23	22	21	20
<Construct/Expand/Improve/Modify/Rehabilitate> Service Road	OT	GT	SV	22	21	20	19
HELIPORT							
<Construct/Expand/Improve/Modify/Rehabilitate> Helipad/Heliport	CA	HE	CO	63	61	59	57
<Construct/Expand/Improve/Modify/Rehabilitate> Helipad/Heliport	ST	HE	CO	52	50	49	47
RESIDENCE							
Noise Mitigation measures for residences outside 65 DNL	EN	HO	60	46	44	42	40
Noise Mitigation measures for residences within 65 - 69 DNL	EN	HO	65	56	54	52	50
Noise Mitigation measures for residences within 70 - 74 DNL	EN	HO	70	63	61	59	57
Noise Mitigation measures for residences within 75 DNL	EN	HO	75	70	68	66	64
LAND							
Acquire <land/easement> for noise compatibility/relocation {# relocated} outside 65 DNL	EN	LA	60	46	44	42	40
Acquire <land/easement> for noise compatibility/relocation {# relocated} within 65 - 69 DNL	EN	LA	65	56	54	52	50
Acquire <land/easement> for noise compatibility/relocation {# relocated} within 70 - 74 DNL	EN	LA	70	63	61	59	57
Acquire <land/easement> for noise compatibility/relocation {# relocated} within 75 DNL	EN	LA	75	70	68	66	64
Acquire <land/easement> for development/relocation {list parcels and/or # relocated}	ST	LA	DV	41	40	38	37
Acquire miscellaneous land {describe, e.g., land for outer marker, relocate road}	ST	LA	MS	40	38	37	35
Acquire land/easement for approaches {list parcels and/or # relocated}	ST	LA	SZ	45	44	42	41

NPIAS-ACIP Standard Descriptions, ACIP Codes, and National Priority Ratings

PROJECT DESCRIPTION	ACIP Codes			Airport Code			
	Purpose	Component	Type	A	B	C	D
				5	4	3	2
NEW AIRPORTS							
Construct New Airport	CA	NA	CO	54	52	50	49
Acquire [existing] Airport	ST	NA	AQ	35	34	32	31
Construct New Airport	ST	NA	CO	44	43	41	40
OTHER							
Construct Deicing Containment Facility	EN	OT	DI	61	59	57	55
Noise Mitigation Measures [miscellaneous]	EN	OT	MS	58	56	54	52
Environmental Mitigation	EN	OT	MT	61	59	57	55
Install Noise Monitoring System/Equipment	EN	OT	NO	63	61	59	57
<Construct/Improve/Repair> <Fuel Farm/Utilities> [MAP]	OT	OT	FF	20	19	18	17
<Construct/Rehabilitate> Parking Lot [non revenue producing-non hub/MAP]	OT	OT	PA	19	18	17	16
<Light/Mark/Remove> Obstructions {list location}[hazard only e.g., approaches]	SA	OT	OB	95	93	90	88
Install <Guidance Signs/ Runway Incursion Caution Bars> [required by Part 139]	SA	OT	SG	92	90	87	85
Install <Guidance Signs/ Runway Incursion Caution Bars> [non Part 139 CS]	SP	OT	SG	80	77	75	73
<Install/Rehabilitate> Airport Beacons [required by Part 139]	SA	OT	VI	89	87	84	82
Install miscellaneous <NAVAIDS/Approach Aids> {seg, circle, beacon, etc., Not ALS}	SP	OT	IN	74	72	70	68
Install miscellaneous <NAVAIDS/Approach Aids> {seg, circle, beacon, etc., Not ALS}	ST	OT	IN	43	42	40	39
Improve Airport <Drainage/Erosion Control/miscellaneous improvements>	ST	OT	IM	45	44	42	41
<Light/Mark/Remove> Obstructions {location}	ST	OT	OB	49	47	46	44
Construct Aircraft Rescue & Fire Fighting Training Facility/Regional Burn Pit/Mobile Training Facility	ST	OT	RF	49	47	46	44
Install <Guidance/other> Signs [not Part 139]	ST	OT	SG	47	45	44	42
Construct Deicing Containment Facility	ST	OT	DI	41	40	38	37
PUBLIC BUILDINGS							
Noise Mitigation measures for public buildings outside 65 DNL	EN	PB	60	46	44	42	40
Noise Mitigation measures for public buildings within 65 - 69 DNL	EN	PB	65	56	54	52	50
Noise Mitigation measures for public buildings within 70 - 74 DNL	EN	PB	70	63	61	59	57
Noise Mitigation measures for public buildings within 75 DNL	EN	PB	75	70	68	66	64
PLANNING							
Conduct <Environmental Assessment/Environmental Impact Statement/Feasibility> <study/update>	EN	PL	MA	68	66	64	62
Conduct Noise Compatibility Plan study/update {Part 150}	EN	PL	NO	63	61	59	57
Conduct Ground Transportation/Rail Study	PL	PL	AC	63	61	59	57
<Conduct/Update> <Airport Master Plan Study {ALP, EA, etc.}>	PL	PL	MA	68	66	64	62
Conduct/Update Metropolitan System Plan Study	PL	PL	ME	63	61	59	57
<Conduct/Update> {name} (e.g., Pavement Maintenance Plan, PCI, NPDES, etc.)	PL	PL	MS	58	56	54	52
<Conduct/Update> State System Plan Study	PL	PL	ST	66	64	62	60
Conduct Vertiport/Tiltrotor Plan	PL	PL	VT	51	49	47	45
RUNWAYS							
Construct Runway {name}	CA	RW	CO	64	63	61	59
Extend Runway {name}	CA	RW	EX	56	54	53	51
Construct Runway {name} (environmental mitigation)	EN	RW	CO	76	74	72	70
Rehabilitate Runway {name}	RE	RW	IM	72	70	68	66
Rehabilitate Runway <Lighting/Electrical Vault>	RE	RW	LI	72	70	68	66
Install Runway Lighting (HIRL, MIRL) [Required by Part 139]	SA	RW	LI	97	94	92	89
Install Runway Lighting (HIRL, MIRL) [non Part 139 CS]	SP	RW	LI	84	81	79	77
<Construct/Extend/Improve> Runway {name} Safety Area [Primary Airports]	SA	RW	SF	97	94	92	89
<Apply Friction Course/Groove> Runway	SP	RW	FR	86	84	82	80
Install Runway {name} distance-to-go Signs	SP	RW	SG	86	84	82	80
Install Runway {name}<Vertical/Visual> Guidance System [PAPI/VASI/REIL/ALS/etc.]	SP	RW	VI	84	81	79	77
Construct Runway {name} [includes relocation]	ST	RW	CO	53	52	50	49
<Construct/Extend/Improve> Runway {name} Safety Area [Non-Primary Airports]	ST	RW	SF	50	48	47	45
Install Runway Lighting (HIRL, MIRL, TDZ, LAHSO or CL)	ST	RW	LI	50	48	47	45
<Extend/Widen/Strengthen> Runway {name} [to meet standards]	ST	RW	IM	50	48	47	45
Install <full/partial> Instrument Approach Aid {describe, e.g., install localizer}	ST	RW	IN	48	46	45	43
Install Runway {name} Sensors	ST	RW	SR	50	48	47	45
Install Runway {name} <vertical/visual> Guidance System [PAPI/VASI/REIL/ALS/etc.]	ST	RW	VI	50	48	47	45

NPIAS-ACIP Standard Descriptions, ACIP Codes, and National Priority Ratings

PROJECT DESCRIPTION	ACIP Codes			Airport Code			
	Purpose	Component	Type	A	B	C	D
				5	4	3	2
SEAPLANE BASES							
Rehabilitate Seaplane <ramp/floats>	RE	SB	IM	72	70	68	66
<Construct/Improve/Modify> Seaplane ramp/floats	CA	SB	CO	64	63	61	59
<Construct/Improve/Modify> Seaplane ramp/floats	ST	SB	CO	53	52	50	49
TERMINAL DEVELOPMENT							
Construct Terminal Building	CA	TE	CO	49	47	45	43
Expand Terminal Building	CA	TE	EX	40	39	37	35
<Improve/Modify/Rehabilitate> Terminal Building	CA	TE	IM	44	43	41	39
Construct Terminal Building	ST	TE	CO	40	38	37	35
Expand Terminal Building	ST	TE	EX	32	31	29	28
<Improve/Modify/Rehabilitate> Terminal Building	ST	TE	IM	36	35	33	32
Acquire Handicap Passenger Lift Device	ST	TE	MS	31	29	28	26
TAXIWAYS							
Construct Taxiway {name}	CA	TW	CO	61	59	57	56
Extend Taxiway	CA	TW	EX	53	51	49	47
Construct Taxiway {name} (environmental mitigation)	EN	TW	CO	72	70	68	66
Rehabilitate Taxiway	RE	TW	IM	68	66	64	62
Rehabilitate Taxiway {name} Lighting	RE	TW	LI	68	66	64	62
Install Taxiway {name} Lighting (MITL) [Required by Part 139]	SA	TW	LI	92	89	87	84
Install Taxiway {name} Lighting (MITL) [non Part 139 CS]	SP	TW	LI	79	77	75	72
Construct Taxiway {name} [includes relocation]	ST	TW	CO	50	49	47	46
<Extend/Widen/Strengthen> Taxiway {name}	ST	TW	IM	47	45	44	42
Install Taxiway {name} Lighting (e.g., SMGCS, reflectors, MITL)	ST	TW	LI	47	45	44	42
Install Taxiway {name} Sensors	ST	TW	SR	47	45	44	42
VERTIPORTS							
<Construct/Expand/Improve/Modify/Rehabilitate> Vertiport	CA	VT	IM	50	48	46	44
<Construct/Expand/Improve/Modify/Rehabilitate> Vertiport	ST	VT	IM	41	39	38	36

A = Airport Code (2 to 5 pts.):

Primary Commercial Service Airports

A = Large and Medium Hub = 5 pts

B = Small and Non Hub = 4 pts

Non Primary Commercial Service, Reliever, and General Aviation Airports.

Aircraft/Itinerant Operations

A = 100 or 50,000 = 5 pts

B = 50 or 20,000 = 4 pts

C = 20 or 8,000 = 3 pts

D = <20 and <8,000 = 2 pts

Priority Equation = $k5 \cdot P \cdot (k1 \cdot A + k2 \cdot P + k3 \cdot C + k4 \cdot T)$

Priority Number = $.25P(A + 1.4P + C + 1.2T)$

k1 =	1.00
k2 =	1.40
k3 =	1.00
k4 =	1.20
k5 =	0.25
k6 =	0.00

NPS Purpose, Component and Types with Values

PURPOSE			COMPONENT			TYPE		
CA	7	Capacity	AP	5	Apron	60	0	Outside DNL 65dB
EN	8	Environment	BD	3	Building	65	4	DNL 65 - 69dB
OT	4	Other	EQ	8	Equipment	70	7	DNL 70 - 74dB
PL	8	Planning	FI	0	Financing	75	10	Inside DNL 75dB
RE	8	Reconstruction	GT	4	Gnd Transp	AC	7	Access
SA	10	Safety/Security	HE	9	Helipad	AD	0	Administration Costs
SP	9	Special Prog.	HO	7	Homes	AQ	5	Acquire Airport
ST	6	Standards	LA	7	Land	BO	0	Bond Retirement
			NA	4	New Airport	CO	10	Construction
			OT	7	Other	DI	6	De-Icing Facilities
			PB	7	Public Bldg	DV	6	Development Land
			PL	7	Planning	EX	6	Extension/Expansion
			RW	10	Runway	FF	2	Fuel Farm Developmnet
			SP	9	Seaplane	FR	9	RW Friction
			TE	1	Terminal	IM	8	Improvements
			TW	8	Taxiway	IN	7	Instrument Appr. Aide
			VT	4	Vertiport	LI	8	Lighting
						MA	9	Master Plan
						ME	7	Metropolitan Planning
						MS	5	Misc.
						MT	6	Mitigation
						NO	7	Noise Plan/Supress Equip
						OB	10	Obstruction Removal
						PA	1	Parking
						PM	3	People Mover
						RA		Reloc Assist
						RF	10	ARFF Vehicle
						RL	3	Rail
						SE	6	Security Improvement
						SF	8	RW Safety Area
						SG	9	RW/TW Signs
						SN	9	Snow Removal Eq
						SR	8	Sensors RW
						ST	8	St. Planning
						SV	6	Service
						SZ	8	Safety Zone (RPZ)
						VI	8	Visual Appr. Aide
						VT	2	Const V/Tol RW/Vert Plan
						WX	8	Weather Reporting Eq

$$\text{Priority Equation} = k5 \cdot P \cdot (k1 \cdot A + k2 \cdot P + k3 \cdot C + k4 \cdot T)$$

k1 =	1
k2 =	1.4
k3 =	1
k4 =	1.2
k5 =	0.25
k6 =	0

$$\text{Priority Number} = .25P(A + 1.4P + C + 1.2T)$$

Application for Federal Assistance SF-424

<p>* 1. Type of Submission</p> <p><input type="checkbox"/> Preapplication</p> <p><input type="checkbox"/> Application</p> <p><input type="checkbox"/> Changed/Corrected Application</p>	<p>* 2. Type of Application</p> <p><input type="checkbox"/> New</p> <p><input type="checkbox"/> Continuation</p> <p><input type="checkbox"/> Revision</p> <p>* If Revision, select appropriate letter(s):</p> <p>* Other (Specify)</p>	
<p>* 3. Date Received:</p>		<p>4. Application Identifier:</p>
<p>5a. Federal Entity Identifier:</p>		<p>* 5b. Federal Award Identifier:</p>
<p>State Use Only:</p>		
<p>6. Date Received by State:</p>		<p>7. State Application Identifier:</p>
<p>8. APPLICANT INFORMATION:</p>		
<p>* a. Legal Name:</p>		
<p>* b. Employer/Taxpayer Identification Number (EIN/TIN):</p>		<p>*c. Organizational DUNS:</p>
<p>d. Address:</p> <p>* Street1:</p> <p>Street 2:</p> <p>* City:</p> <p>County:</p> <p>* State:</p> <p>Province:</p> <p>Country:</p> <p>*Zip/ Postal Code:</p>		
<p>e. Organizational Unit:</p>		
<p>Department Name:</p>		<p>Division Name:</p>
<p>f. Name and contact information of person to be contacted on matters involving this application:</p> <p>Prefix:</p> <p>Middle Name:</p> <p>* Last Name:</p> <p>Suffix:</p> <p>Title:</p> <p>Organizational Affiliation:</p>		
<p>* Telephone Number:</p>		<p>Fax Number:</p>
<p>* Email:</p>		

Application for Federal Assistance SF-424

9. Type of Applicant 1: Select Applicant Type:

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

* Other (specify):

* 10. Name of Federal Agency:

11. Catalog of Federal Domestic Assistance Number:

CFDA Title:

12. Funding Opportunity Number:

Title:

13. Competition Identification Number:

Title:

14. Areas Affected by Project (Cities, Counties, States, etc.):

* 15. Descriptive Title of Applicant's Project:

Attach supporting documents as specified in agency instructions.

Application for Federal Assistance SF-424

16. Congressional Districts Of:

* a. Applicant

* b. Program/Project:

Attach an additional list of Program/Project Congressional Districts if needed.

17. Proposed Project:

* a. Start Date:

* b. End Date:

18. Estimated Funding (\$):

*a. Federal

*b. Applicant

*c. State

*d. Local

*e. Other

*f. Program Income

*g. TOTAL

*19. Is Application Subject to Review By State Under Executive Order 12372 Process?

☐ a. This application was made available to the State under the Executive Order 12372 Process for review on

☐ b. Program is subject to E.O. 12372 but has not been selected by the State for review.

☐ c. Program is not covered by E.O. 12372.

*20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes", provide explanation.)

☐ Yes

☐ No

21. *By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001).

☐ **I AGREE

** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

Authorized Representative:

Prefix:

*First Name:

Middle Name:

*Last Name:

Suffix:

*Title:

*Telephone Number:

Fax Number:

*Email:

*Signature of Authorized Representative:

Date Signed:

Application for Federal Assistance SF-424

*Applicant Federal Debt Delinquency Explanation

The following field should contain an explanation if the Applicant organization is delinquent on any Federal Debt. Maximum number of characters that can be entered is 4,000. Try and avoid extra spaces and carriage returns to maximize the availability of space.

INSTRUCTIONS FOR THE SF-424

Public reporting burden for this collection of information is estimated to average 60 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0043), Washington, DC 20503.

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

This is a standard form (including the continuation sheet) required for use as a cover sheet for submission of preapplications and applications and related information under discretionary programs. Some of the items are required and some are optional at the discretion of the applicant or the Federal agency (agency). Required items are identified with an asterisk on the form and are specified in the instructions below. In addition to the instructions provided below, applicants must consult agency instructions to determine specific requirements.

Item	Entry:	Item	Entry:
1.	Type of Submission: (Required): Select one type of submission in accordance with agency instructions. <ul style="list-style-type: none"> • Preapplication • Application • Changed/Corrected Application – If requested by the agency, check if this submission is to change or correct a previously submitted application. Unless requested by the agency, applicants may not use this to submit changes after the closing date. 	10.	Name Of Federal Agency: (Required) Enter the name of the Federal agency from which assistance is being requested with this application.
		11.	Catalog Of Federal Domestic Assistance Number/Title: Enter the Catalog of Federal Domestic Assistance number and title of the program under which assistance is requested, as found in the program announcement, if applicable.
2.	Type of Application: (Required) Select one type of application in accordance with agency instructions. <ul style="list-style-type: none"> • New – An application that is being submitted to an agency for the first time. • Continuation - An extension for an additional funding/budget period for a project with a projected completion date. This can include renewals. • Revision - Any change in the Federal Government's financial obligation or contingent liability from an existing obligation. If a revision, enter the appropriate letter(s). More than one may be selected. If "Other" is selected, please specify in text box provided. <ul style="list-style-type: none"> A. Increase Award B. Decrease Award C. Increase Duration D. Decrease Duration E. Other (specify) 	12.	Funding Opportunity Number/Title: Enter the Funding Opportunity Number and title of the opportunity under which assistance is requested, as found in the program announcement.
		13.	Competition Identification Number/Title: Enter the Competition Identification Number and title of the competition under which assistance is requested, if applicable.
		14.	Areas Affected By Project: List the areas or entities using the categories (e.g., cities, counties, states, etc.) specified in agency instructions. Use the continuation sheet to enter additional areas, if needed.
3.	Date Received: Leave this field blank. This date will be assigned by the Federal agency.	15.	Descriptive Title of Applicant's Project: (Required) Enter a brief descriptive title of the project. If appropriate, attach a map showing project location (e.g., construction or real property projects). For preapplications, attach a summary description of the project.
4.	Applicant Identifier: Enter the entity identifier assigned by the Federal agency, if any, or applicant's control number, if applicable.		
5a.	Federal Entity Identifier: Enter the number assigned to your organization by the Federal Agency, if any.	16.	Congressional Districts Of: (Required) 16a. Enter the applicant's Congressional District, and 16b. Enter all District(s) affected by the program or project. Enter in the format: 2 characters State Abbreviation – 3 characters District Number, e.g., CA-005 for California 5 th district, CA-012 for California 12 th district, NC-103 for North Carolina's 103 rd district. <ul style="list-style-type: none"> • If all congressional districts in a state are affected, enter "all" for the district number, e.g., MD-all for all congressional districts in Maryland. • If nationwide, i.e. all districts within all states are affected, enter US-all. • If the program/project is outside the US, enter 00-000.
5b.	Federal Award Identifier: For new applications leave blank. For a continuation or revision to an existing award, enter the previously assigned Federal award identifier number. If a changed/corrected application, enter the Federal Identifier in accordance with agency instructions.		
6.	Date Received by State: Leave this field blank. This date will be assigned by the State, if applicable.	17.	Proposed Project Start and End Dates: (Required) Enter the proposed start date and end date of the project.
7.	State Application Identifier: Leave this field blank. This identifier will be assigned by the State, if applicable.		
8.	Applicant Information: Enter the following in accordance with agency instructions: <ul style="list-style-type: none"> a. Legal Name: (Required): Enter the legal name of applicant that will undertake the assistance activity. This is the name that the organization has registered with the Central Contractor Registry. Information on registering with CCR may be obtained by visiting the Grants.gov website. b. Employer/Taxpayer Number (EIN/TIN): (Required): Enter the Employer or Taxpayer Identification Number (EIN or TIN) as assigned by the Internal Revenue Service. If your organization is not in the US, enter 44-4444444. c. Organizational DUNS: (Required) Enter the organization's DUNS or DUNS+4 number received from Dun and Bradstreet. Information on obtaining a DUNS number may be obtained by visiting the Grants.gov website. d. Address: Enter the complete address as follows: Street address (Line 1 required), City (Required), County, State (Required, if country is US), Province, Country (Required), Zip/Postal Code (Required, if country is US). e. Organizational Unit: Enter the name of the primary organizational unit (and department or division, if applicable) that will undertake the 	18.	Estimated Funding: (Required) Enter the amount requested or to be contributed during the first funding/budget period by each contributor. Value of in-kind contributions should be included on appropriate lines, as applicable. If the action will result in a dollar change to an existing award, indicate only the amount of the change. For decreases, enclose the amounts in parentheses.
		19.	Is Application Subject to Review by State Under Executive Order 12372 Process? Applicants should contact the State Single Point of Contact (SPOC) for Federal Executive Order 12372 to determine whether the application is subject to the

	assistance activity, if applicable.			State intergovernmental review process. Select the appropriate box. If "a." is selected, enter the date the application was submitted to the State
	f. Name and contact information of person to be contacted on matters involving this application: Enter the name (First and last name required), organizational affiliation (if affiliated with an organization other than the applicant organization), telephone number (Required), fax number, and email address (Required) of the person to contact on matters related to this application.			20. Is the Applicant Delinquent on any Federal Debt? (Required) Select the appropriate box. This question applies to the applicant organization, not the person who signs as the authorized representative. Categories of debt include delinquent audit disallowances, loans and taxes. If yes, include an explanation on the continuation sheet.
9.	Type of Applicant: (Required) Select up to three applicant type(s) in accordance with agency instructions.		21.	Authorized Representative: (Required) To be signed and dated by the authorized representative of the applicant organization. Enter the name (First and last name required) title (Required), telephone number (Required), fax number, and email address (Required) of the person authorized to sign for the applicant. A copy of the governing body's authorization for you to sign this application as the official representative must be on file in the applicant's office. (Certain Federal agencies may require that this authorization be submitted as part of the application.)
	A. State Government B. County Government C. City or Township Government D. Special District Government E. Regional Organization F. U.S. Territory or Possession G. Independent School District H. Public/State Controlled Institution of Higher Education I. Indian/Native American Tribal Government (Federally Recognized) J. Indian/Native American Tribal Government (Other than Federally Recognized) K. Indian/Native American Tribally Designated Organization L. Public/Indian Housing Authority	M. Nonprofit with 501C3 IRS Status (Other than Institution of Higher Education) N. Nonprofit without 501C3 IRS Status (Other than Institution of Higher Education) O. Private Institution of Higher Education P. Individual Q. For-Profit Organization (Other than Small Business) R. Small Business S. Hispanic-serving Institution T. Historically Black Colleges and Universities (HBCUs) U. Tribally Controlled Colleges and Universities (TCCUs) V. Alaska Native and Native Hawaiian Serving Institutions W. Non-domestic (non-US) Entity X. Other (specify)		